

Love INC

Hamilton L.I.F.E. Skills Caseworker/Office Support Position Description

This is a 17 hour-a-week position. 5 hours of this position is to provide case management and support to mentor/client relationships on Thursday evenings at Life Skills – and flex time outside of Thursday nights. The remaining 12 hours would be office support for Tuesday and Fridays in the Hamilton office.

Interested persons please send resume to jean@loveincnwa.org

Qualifications:

- A Christian seeking to share Christ's love to people in need through word and deed
- A heart of compassion to care for and understand peoples' needs
- A perspective of hope and the gift of encouragement
- Experience in casework and working with populations in need (areas of social work or helping ministries desired)
- Program and volunteer leadership experience
- Works well in a team setting and shows initiative and self-motivation
- Understands financial and budgeting concepts

Other Skills and Gifts:

- Relates well to people
- Discernment
- Detail orientated
- Computer skills in word processing and spreadsheets
- Good verbal skills in speaking with individuals or groups

Responsibilities:

- Work with the L.I.F.E. Skills Leader in planning and administering the program
- Work on Thursday nights with the LIFE Skills Program, including:
 - Program set-up and take down
 - New client orientation
 - Support and communication with volunteers
- Direct case management of clients identified by the LIFE Skills Director
- L.I.F.E. Skills related work as assigned by the L.I.F.E. Skills Program Director
- Office support on Tuesday and Friday performing Hamilton office duties assigned by the Clearing House Coordinator

Work Schedule: Every Thursday afternoon/night in Hamilton (4:30 pm to 8:30 p.m.)
Mentor support, casework and other LIFE Skills related work during the week - flexible
Mandatory quarterly staff meetings as scheduled
Tuesday and Friday 9 to 3 pm in the Hamilton office

Compensation: tbd

Love INC website: www.loveincnwa.org