**Case Manager Position**

**Nashville, TN**

*Updated: 8.30.21*

**About Dismas House**

Dismas House of Nashville, founded in 1974, is a residential reentry facility for men returning to the community from all state prisons and county jails in Tennessee. In March 2020, Dismas House underwent a massive expansion, moving from an 8-bed house to a 72-bed, 28,000 sq.ft facility. This expansion allows us to serve more than 175 men a year.

The Dismas Reentry Program is unique in offering a holistic program that meets each resident where they are. We provide for all basic needs, such as housing in a sober-living facility, food and clothing, offer an array of services that include case management, free medical care, trauma-informed counseling and relapse prevention programming, mindfulness classes like yoga and meditation, legal support, and courses to assist with the skills of everyday living such as finance, technology classes and DBT. For the formerly incarcerated, having a place to stay in a supportive and sober-living environment is the first step toward successful re-entry back to the community. Having a home, and not just a house, can make all the difference.

For their part, residents stay for a minimum of 90 days, participate in a holistic programming model, are active members of the household and broader community, and pay a modest program fee. Upon successful program completion, residents can apply to live in one of 16 transitional housing units or move on to their own apartments or homes. They leave with a stable income, improved mental health and well-being, a supportive network of friends, a greater sense of self-worth and a fresh chance and real hope for the future.

To learn more about the impact of Dismas House, please visit www.dismas.org

**POSITION SUMMARY**

Dismas House is a new 72-bed residential campus, offering a holistic reentry program, serving men returning to the community directly from all state prisons and county jails in Tennessee. Working from the Nashville office and reporting to the VP of Programs, Dismas House seeks a full-time Case Manager to manage all aspects of resident care. We’re looking for a compassionate, care-driven professional who believes in facilitating wellness for residents and their families and will take initiative in instituting case management policies and effectively communicating with residents. The ideal candidate has experience or a passion for working with justice involved persons and experience working with those struggling with substance use disorders. Case managers will work under guidance from the Senior Case Manager and work closely with the Clinical Director, Admissions Manager and Program Coordinator and contribute to a care team that meets weekly to discuss each resident’s progress. They must have flexibility with work hours including the ability to work some evening and weekend hours as needed and must have a valid driver’s license, a reliable car and the willingness and ability to be badged to enter prisons in the State of Tennessee. We would like to fill this position as soon as possible.

**PRIMARY RESPONSIBILITIES**

* Meet weekly with clients to assist them in establishing goals; discussing progress on these reentry goals; development of life skills; and provide supportive environment for the discussion of life issues, including in part housing entitlements, employment, counseling, substance abuse programs, education and parenting skills.
* Meet regularly and communicate with Senior Case Manager to discuss residents progress and discuss best practice.
* Maintain an open line of communication with the Admissions Manager about new arrivals and

upcoming intakes.

* Follow procedures and protocols for intake residency so that each client receives consistent,

attentive care through the duration of their stay with us.

* Assess resident needs and prepare re-entry plans ensuring needed services are provided to each client.
* Work closely and communicate regularly with our Mental Health providers to schedule

appointments, share feedback with the Dismas care team and ensure Dismas staff is supporting

residents in following the clinical recommendations in their treatment plans.

* Schedule necessary appointments in tandem with residents.
* Conduct random drug and alcohol tests at least 2x per month and more as needed. If female, *order* drug tests for residents as needed.
* Arrange meetings with appropriate specialists and program partners that will assist clients in

securing housing, education, employment, and other services.

* Monitor and adjust resident status based on changing needs and conditions.
* Communicate regularly with residents about residential policies and resident concerns,

answering questions about their needs, goals and treatment plans.

* Serve as main point of contact for residents in your case load which might include communication by phone, text and email outside your working hours.
* Maintain a current list of community resources and ensure that clients receive needed services.
* Schedule and, if necessary, escort/transport clients to outside service agencies as needed.
* Prepare required forms and keep accurate, up-to-date documentation on all clients that is regularly inputted into our data management system, Apricot, in a timely fashion including but not limited to, progress notes, relapse prevention plans, case notes, appointments, demographics, etc. within 24-48 hours of meeting, appointment, etc. related to resident).
* Attend all mandatory trainings, workshops and meetings as required.
* Maintain regular communication with POs about concerns and/or change of status of residents.
* Assist in room searches as needed.
* Attend and escort residents on quarterly outing(s) as needed.
* Hold residents accountable for consequences of infractions.
* **Performs other duties as assigned and needed.**

**DESIRED BACKGROUND & PERSONAL ATTRIBUTES**

* Bachelor’s degree in behavioral or social sciences, or related field required. Master’s in Social Work or related field preferred.
* 1-3 years of related experience in social services and/or case management, preferably in a non-profit setting.
* 1-3 years’ experience working with persons with substance use disorders or expertise/knowledge about addiction. Being a licensed addiction counselor or certified peer recovery specialist is a huge plus but not mandatory.
* Strong written and verbal communication skills and a capacity to communicate effectively empathetically and with a trauma-informed approach to the clients we serve.
* Propensity to work with energy, a high degree of initiative and from a positive perspective while maintaining flexibility and attention to detail.
* Enormous passion for and commitment to the mission of Dismas, Inc., and serving and working with justice-involved persons; an understanding of prison culture desired.
* Strong organizational and administrative abilities, including increasing efficiencies around systems, procedures and protocols.
* Excellent computer skills and knowledge of database programs and Windows-based operating system.
* Comfortable going inside correctional facilities.

COMPENSATION

Salary is commensurate with education and experience. Excellent benefits package through Blue Cross Blue Shield that includes dental and vision.

To apply, please send a cover letter *and* resume to jdoochin@dismas.org. No phone calls please.