

Roles & Responsibilities: Hope Haven Case Manager

Job Title	Hope Haven Case Manager	Reports to	Hope Haven Administrator
Department	Hope Haven	Location	Valley, AL
FLSA	Yes	Supervises	Hope Haven House Supervisors
Position Type	Full-time	Revision Date	5/20/2026
Recruitment Information			
Job Duties		Minimum Requirements	
<p>The Hope Haven Case Manager reports directly to the Hope Haven Administrator and will work collaboratively with other Circle of Care Program Staff. The Case Manager will also work with the Circle of Care Leadership to ensure that all programmatic requirements are met on a timely basis such as Intakes, assessments, case planning, goal setting, documentation, and programmatic reporting. The Case Manager is also responsible for connecting participants to appropriate inter and intra agency resources.</p> <p>The Case Manager is responsible for the overall wellbeing of the residents of Hope Haven. The Hope Haven Case Manager is also responsible for maintaining and enhancing community relations and other activities to enhance awareness of and participation in Hope Haven.</p>		<p>Education Requirements:</p> <ul style="list-style-type: none"> • A minimum of a bachelor's degree in social work or a closely related field. <p>Experience Requirements:</p> <ul style="list-style-type: none"> • Previous experience in a social service setting is preferred <p>Skills Requirements:</p> <ul style="list-style-type: none"> • Technology skills • Project management skills • Ability to work in a fast-paced environment and juggle multiple priorities • Excellent communication skills • Solid relationship management skills <p>Other Qualifications:</p> <ul style="list-style-type: none"> • Valid Driver's License and reliable transportation required. • Self-Motivated Team Player • Ability to build and maintain relationships with diverse groups of people • High ethical standards • Upholds the values of the Circle of Care: the worth of every individual, the importance of family, integrity, accountability, safety, transparency, and partnerships. • Passion for the mission of the Circle of Care and a deep commitment to 	

	supporting families and children in the community.
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Roles & Responsibilities

(This job description is not to be all-inclusive. Employee may perform other duties assigned to meet the ongoing needs of the business)

Position Specific:

- Work under the direct supervision of the Hope Haven Administrator to ensure that services best meet the needs of the participants.
- Communicates frequently with the Hope Haven Administrator, other Circle of Care Case Management Staff and other community partners to ensure seamless service delivery
- Works with the Circle of Care’s Case Management Department to best meet the needs of the people with whom we serve
- Adheres to all policies of the Circle of Care including mandatory reporting requirements and confidentiality protocols.
- Submits all necessary paperwork such as, but not limited to, timesheets, mileage forms, inventory reports, training documentation, to the Center.
- Discuss budgetary needs with the Hope Haven Administrator.
- Ensures personal professional growth through receiving 15 hours of professional development annually
- Supports all daily operations and activities of Hope Haven
- Promotes and represents Hope Haven and the Circle of Care throughout the community

This document describes the major duties and responsibilities for this job, and is not intended to be a complete list of all tasks and functions. It should be understood, therefore, that employees may be asked to perform job-related duties beyond those explicitly described.

Physical Demands and Working Conditions

Essential functions: This position entails normal physical requirements as well as extensive lifting, stooping, bending, carrying, and/or climbing.

Employee Signature:	
Employee Print:	
Date:	