



of Rochester, Inc.; established 2008

Position	Caretaker
Hours	Variable
Immediate Supervisor	Director of Community Development
Necessary Skills	<ul style="list-style-type: none">• excellent communication skills• ability to read and write in English• proficiency in MS Word, Outlook, Excel• ability to work independently or as part of a collaborative team• excellent organizational skills• careful attention to detail and accuracy
Job Responsibilities	<ul style="list-style-type: none">• basic maintenance (changing lightbulbs, minor repairs, etc.)• oversee security of facilities and associated grounds• oversee day-to-day activities of program residents• provide disciplinary write-ups for program infractions• communicate ongoing issues and concerns to program Executive Director• perform resident drug tests and complete associated paperwork• maintain resident rosters• oversee resident room changes, moves between program properties

POSITION: Case Manager

REPORTS TO: Saving Grace Ministries Executive Director

DUTIES:

This position is responsible for providing client-centered case management services to men released from a state prison. Our goal is to enhance public safety and decrease recidivism by helping our clients become stable in the community and desist from criminal behaviors.

- Assist the SGMR program case manager in all matters related to the DOCCS contract.
- Assist clients with issues related to benefits, treatment, housing, childcare, healthcare, obtaining identification, and other supports that might serve to increase client success;
- Coordinate client services under contract with Community based contract partners and other reentry service providers.
- Maintain accurate and timely client records, care plans, journal notes and casenotes as required.
- Assist the executive director in compiling statistics related to client progress.
- Attend reentry meetings and partner meetings as the director requires.
- Perform other tasks as assigned

DESIRED SKILLS/ABILITIES:

- Able to successfully engage clients, including those who may have serious, persistent mental health issues and criminal justice histories.
- Familiar with resources in the community that meet a wide variety of client needs
- Must be a team player but comfortable working independently to provide services to a diverse client population.
- Demonstrate ability to remain focused on agency mission, not allowing other influences or factors to redirect or cause mission drift.
- Excellent computer skills and ability to utilize a Microsoft Access-based case management system