



# Keystone Opportunity Center

Providing Help • Offering Hope

## POSITION AVAILABLE: INTERFAITH HOSPITALITY NETWORK CASE MANAGER

**PART-TIME 16 to 22 Hr/wk, HOURLY**

**Evening and Weekend hours may be required as needed**

**Keystone Opportunity Center, Inc.**, a community-based community service organization, is seeking to fill the position of **Case Manager** for the Interfaith Hospitality Network shelter program. Keystone Opportunity Center is an equal opportunity employer and welcomes resumes from all qualified candidates, which should be mailed to **P.O. Box 64183, Souderton, PA 18964**. Telephone inquiries are welcomed by E. Richard Aichele III, Executive Director at **215-723-5430, ext. 108**. Inquiries or resumes can also be sent by e-mail to: [eraichele@keystoneopp.org](mailto:eraichele@keystoneopp.org)

**The Mission of Keystone Opportunity Center** is to help community members in need by offering a comprehensive array of social services that educate, encourage and empower them to become self-sufficient.

### **Our Values**

**Partnership** – building relationships with clients and the community working toward our common goals

**Respect** – treating others and each other as we hope to be treated

**Excellence** – in our services and management

**Openness** – to change

**Position Summary:** The case manager's primary responsibility will be intensive case management and social work with participants in the Interfaith Hospitality Network program of Keystone Opportunity Center, with the overall objective of helping participants achieve milestones in the road to attain self-sufficiency. First time homeless households may include family units with children, single women or single women with children. Case load may be up to 6 family households at one time. The secondary responsibility will be sharing support of "needs counseling," an information & referral service, with other program staff. The case manager will be supervised by the IHN director.

**Qualifications:** Bachelor's degree in social work or related field. Three years' experience working with homeless families or at-risk families in Bucks or Montgomery County preferred. Equivalent experience may be considered. Must have excellent organizational, record-keeping, and time management skills. References attesting to effectiveness in social work will be needed. Candidate must have the ability to communicate with diverse cultural populations. Bilingual is a plus for this position. A working knowledge of Microsoft Office Suite applications as well as the Bucks and Montgomery County HMIS reporting systems is required. An appreciation of the benefits of faith based beliefs in motivating and providing strength to individuals. Familiarity with the local faith based community beneficial. A commitment to the mission of Keystone Opportunity Center demonstrated by supportive participation of all Keystone programs as required.



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[www.keystoneopportunity.org](http://www.keystoneopportunity.org)



Home of  
Inter-Faith  
Hospitality  
Network