



### **Mission of Naomi's House**

The mission of Naomi's House is to offer hope and healing to women who have suffered from commercial sexual exploitation by providing resources to begin a new life. Naomi's House is a faith based, non-profit organization and is seeking applicants who have a personal relationship with Christ, seeking to make a difference in the world.

### **Case Manager – Reset Chicago**

The Reset-C Case Manager is the primary case manager for our drop-in location in Chicago. The CM is responsible for implementing the care and structure of the drop-in center for clients, interns and volunteers. The CM is administrative and should maintain strong organizational and relational skills. The CM is a FT position of 40 hours a week. The CM reports to the Reset Chicago Program Manager.

### **Office Location: Chicago and Wheaton**

#### **Direct Care Services**

- Creates organizational structure with the PM for maintaining the space at the drop in center
- Responsible for maintaining the physical space at Emmaus during drop-in hours with regards to cleanliness and functionality
- Implements the structure of the drop-in services in partnership with interns and volunteers
- Provides clear direction for clients attending drop in services
- Oversees volunteer sign up and management of designated volunteer roles
- Maintains participant engagement through managing the drop-in phone during community hours
- Works with participants to provide transportation to services as needed
- Confirms meal headcounts during community meals and assures that food is provided
- Holds spiritual leadership in the drop-in space by offering prayer and encouragement during meal/community times
- Gives supplemental case management support to the PM as needed
- Leads community-based support groups with local partners as assigned

#### **Community Engagement**

- Creates volunteer signup sheet and works with volunteers to communicate assigned roles

- Handles volunteer scheduling
- Collaborates with community partners to bring awareness to the community about NH services
- Assists in developing partnerships to support NH participants
- Maintains expertise in the field of anti-trafficking work by staying adept in local laws and services for survivors
- Collaborates care with community partners, therapists, and other service providers to fulfill gaps in services for exploited women

**Qualifications:**

- A personal and growing relationship with Jesus Christ and be an active member or a regular attendee of a church.
- Bachelors in Social Work, Psychology, Human Services or related field.
- Seeks to work with a diverse team of professionals in the field
- Strong oral, written communication skills and listening
- Well-developed ability to engage others in building relationships and sustaining momentum.
- Proven capacity to maintain patience, tolerance and tact with diplomacy in high-pressure situations
- High level of integrity and strong ethical values; must maintain the highest standards of confidentiality with all records, including organizational and individual information

Qualified applicants should send a résumé to the Director of Operations, Blythe Todd at [blythe.todd@naomishouse.org](mailto:blythe.todd@naomishouse.org).

\*Naomi's House is a ministry of The Moody Church. All Naomi's House employees must comply with The Moody Church employment guidelines, including signing a Statement of Faith. Employees are not required to be members of The Moody Church but must be affiliated and in good standing with a local church. A pastoral reference will be asked during the application process.