

# BOISE RESCUE MISSION MINISTRIES

## JOB OPENINGS



### CASE MANAGER, MEN'S SHELTER

Boise Rescue Mission Ministries is looking for men who love Jesus and want to help give homeless men a safe and stable place to get a new start in life.

The Case Manager must hold to the doctrine and constitution/by-laws of the Mission. The Case Manager must be a regular attendee of a local church and be willing to sign and adhere to the Mission's Statement of Faith.

**Job Summary:** **Lighthouse Rescue Mission** in Nampa is currently looking for a fulltime, reliable swing shift case manager five nights a week, including weekends. The Case Manager oversees and assists guests staying at our emergency shelters for homeless men. This position requires motivation, ability to learn quickly, thinking on your feet, plus following instructions carefully.

#### **Duties and Responsibilities (including but not limited to):**

Duties include intake and orientation for new and returning guests, resource assistance, security, janitorial, filing and other administrative duties  
Complete other tasks and responsibilities as necessary  
May also participate in various fund-raising events throughout the year

#### **Knowledge/skills:**

General computer skills  
Capable of operating Microsoft Office programs (Excel, Word, Outlook, etc.)  
Excellent communication skills  
Must possess excellent interpersonal skills  
Detail-oriented  
Good organizational skills  
Capable of working as a part of a team  
Provide occasional security and maintenance  
Clean driving record (No SR-22s)  
Must have reliable transportation

#### **Qualifications:**

High School Diploma or equivalent

We are a Christian non-profit organization dedicated to serving the homeless population in the Boise and Nampa area, and while doing so, try to bring them closer to God.

Come join us and see what a huge impact you can have!

If Interested, **Please Complete** an [Employment Application](#).