

# 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:** Boise Rescue Mission Ministries is currently looking for a *full-time*, reliable 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):**

Administrative duties including intake and orientation for new and returning guests, resource assistance, security, janitorial, and filing.

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](#).