



## Meet Me at the Well FOUNDATION

1601 Milltown Road, Suite 8 ▪ Wilmington DE 19808 ▪ 302.743.7765

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### **Healthcare Ecosystem Pathway Program (HEPP) Case Management Position Description**

*Please submit resume and cover letter to [meetme@thewellde.org](mailto:meetme@thewellde.org)*

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Meet Me at the Well Foundation (MMatWF) is a faith-based nonprofit established in 2014. We seek an enthusiastic case manager to work with amazing candidates for a highly specialized scholarship program. The highly qualified applicant must be humanity focused, creative and driven to achieve positive outcomes. An understanding of the NASW code of ethics and a willingness to implement trauma responsive approaches in all aspects is a must. Ideal candidates must proficiently communicate with program participants through a trauma-sensitive lens, and with team members to advise on project status, challenges, and support requests. The work environment will be a hybrid of virtual and in-person, with regular communication with the Executive Director.

Job Type:

- Part-time

Schedule:

- 20 hours per week
- Work hours are flexible based on HEPP participants' schedules and support needs
- Primarily Monday to Friday

COVID-19 considerations:

- Meet Me at the Well Foundation follows CDC guidelines for response to COVID-19.

### **Case Manager Responsibilities**

- Conduct assessments to evaluate participant needs and strengths
- In partnership with participants, develop a comprehensive, strengths-based education plan, identifying short- and long-term goals, timelines, and proposed budget
- Prepare a monthly report on the status of the education plan, identifying milestones, challenges, and steps to address challenges
- Support participants in accessing education opportunities

- Build and maintain partnerships with landlords and community organizations
- Work with landlords to address barriers to housing
- Educate clients on tenant rights and responsibilities
- Provide eviction prevention, counseling, and advocacy
- Assist participant in a housing walk-through as necessary
- Meet with participants regularly, in the home and community providing life skills education, including budgeting and bill payment
- Evaluate monthly necessary financial assistance needs of the participant
- Provide access and connection to identified community resources, such as employment services, treatment services, educational services, and benefits
- Maintain updated and accurate client files and documentation
- Participate in staff meetings and other organization meetings, as requested
- Other duties as assigned

### **Case Manager Requirements**

- Bachelor's degree in the social sciences field preferred
- At least one year of work with victims of gender-based violence or other highly vulnerable communities
- Applies the Violence Against Women Act (VAWA) standards of confidentiality
- Awareness of evidenced-based practices, such as motivational interviewing, harm reduction, and trauma-informed care
- Knowledge of drug and alcohol recovery strategies preferred
- Knowledge of drug and alcohol recovery services in Delaware preferred
- Strong interpersonal and engagement skills
- Ability to work effectively with clients from diverse backgrounds with a variety of needs
- Ability to work independently and utilize critical thinking skills in decision making situations
- Proficiency with Google applications
- Good organizational and record-keeping skills
- Valid driver's license
- Ability to work in an atmosphere of high stress with mental health and advocacy professionals

*\*Please submit resume and cover letter to [diana.suchodolski@thewellde.org](mailto:diana.suchodolski@thewellde.org)*