

The Micah Center is Hiring

Written by GBP Staff

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GREEN BAY - THE MICAH CENTER is hiring the following positions. Responsibilities for these positions include providing a daytime resource center for homeless and at-risk adults.

Support Staff: Three part time positions; 16-20 hours/week. Responsibilities include:

- Provide advocacy and support to guests, Coordinate services, Perform guest intake and record keeping, Report incident reports, Complete shelter forms, Assist volunteers.

Case Manager: Two part time positions; Approximately 20 hours/week. The primary focus of this position is case management in close collaboration with Lead Case Manager to coordinate supportive, appropriate community series for guests in a manner that helps them move forward in their lives. Provides direction to staff in absence of Program Manager.

Responsibilities include:

- Plan and implement workshops, Accurately record data, Carry case load to address goals and barriers, Track guest schedules, Handle guest and staff corrective behavior, Enter data into WISP, etc.

Program Manager: One full time position. Responsibilities for this full time position include oversight of the day-to-day operations of the year-round daytime, resource center for homeless individuals and individuals at-risk for homelessness and provisions of services to the homeless and at-risk population. The primary focus is program management and supervision of Support Staff and Receptions.

To review a complete position description and to apply, please visit our website at www.stjohnhomelessshelter.org

. Please contact Angela Mihalko, Program Manager with any questions at

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or 920-436-9344 x.202