



**CASE MANAGER**  
**Red Lodge Transition Services, Oregon City, OR**

**Employment Type:** Full Time

***Job Description:***

**Schedule and pay range:** Full-time Monday through Friday, with occasional weekends and evenings depending on the program schedule. Comp. time is utilized for flexible scheduling hours. Hourly position range: \$24.25 to \$28.60/hour depending on experience.

***Please note-*** This position will initially require administrative duties such as designing and streamlining forms, creating a notebook of resources, and assisting the Program Manager and Executive Director as we build out a men's reentry program. The Case Manager reports to the Executive Director and Program Manager. We are a small non-profit organization growing rapidly. Red Lodge Transition Services always uses a team approach to ensure our clients, employees, and volunteers are cared for and feel valued! Clients, employees and volunteers are supported by all of us!

**EDI Statement:** Red Lodge Transition Services is a culturally specific organization committed to practicing, educating, and providing access to Native American/Indigenous cultural and spiritual practices through culturally specific programming. Red Lodge embraces the diversity of all races, genders, ages, and sexual orientations. Our organization serves a wide variety of individuals; we prioritize Native American/Indigenous communities.

**Overview of Organization:** Red Lodge Transition Services is a trauma-informed organization and as such, we encourage applicants with lived experience who are well-grounded in their recovery and holistic values, to apply for this position. Our mission is to prevent and reduce incarceration among Native Americans. Approximately 80% of the population we serve self-identify as Native American. 100% of the people we serve have a history of one or more risk factors: Poverty,

incarceration, substance abuse, intimate partner violence, sexual abuse, and/or mental health disorders. We provide a variety of programs inside Oregon State Prisons and two county jails. These programs are managed through volunteer services. We provide Case Management and supportive services, including assistance with safe, clean, and sober emergency housing, to people reentering the community from jails, treatment centers, and prisons.

***Job Responsibilities:***

- Provide professional Case Management and referrals to women and men released from jail, prison, and treatment centers
- Support the Executive Director and Program Manager with capacity building, community outreach, and data gathering
- Coordinate and provide Case Management that is safe, timely, effective, efficient, equitable, and client-centered
- Help clients make informed decisions by acting as their advocate regarding their goals and responsibilities as they transition back to the community. Short and long-term goals must have action plans and measurable outcomes
- Complete intake forms accurately, without judgment or bias, and in a timely manner
- Document all meetings, phone calls, and assistance provided, to each client and referral by accurately using CaseMGR software
- Develop effective working relationships with community partners, clients, Parole and Probation, DHS, Department of Corrections, health, tribal, and government agencies
- Promote quality and cost-effective interventions and outcomes
- Support clients with motivational and psychosocial issues
- Go the extra mile and interact with clients to keep track of their progress, and ensure their satisfaction
- Assist the Executive Director and Program Manager to build the capacity of housing homeless clients
- Adhere to professional standards as outlined by protocols, rules, and regulations
- Embrace and practice the mission, vision, and values of Red Lodge Transition Services. Maintain organizational policies and procedures

### ***Job Qualifications:***

- Associate or Bachelor's degree in a healthcare-related field. Or 2+ years experience functioning as a Case Manager for a reentry program (written references provided)
- Excellent knowledge of Case Management principles, documentation, and privacy practices
- Knowledgeable and able to practice a trauma-informed approach to client services
- Effective communication skills, verbal and in writing
- Excellent organizational and time management skills
- Problem-solving skills and ability to multi-task
- Compassionate and trauma-informed with teamwork skills
- Valid driver's license and good driving record (our vehicles are commercially insured)
- Proficient with Microsoft Word and other software typically used for data collection
- Culturally responsive and comfortable working with people who have a history of substance use disorders, trauma, mental health needs, and incarceration

### **Contact Information for application and interview:**

- Pred Lodge Transition Services P.O. Box 55157, Portland, OR 97238
- 505-245-4175
- [info@redlodgetransition.org](mailto:info@redlodgetransition.org)