



TFG Waco - Case Manager

Job Title: Bilingual (English and Spanish) Case Manager

Reports To: Site Director/Program Director

Full Time/Part Time: Part Time (15-25 hours/week)

Organizational Summary:

Together for Good (TFG) creates pathways for the local church to come alongside vulnerable families in Christ centered ministry. It is our joy to equip local churches to journey together with isolated mothers and vulnerable children by offering advocacy/mentorship, as well as voluntary hosting of the children during crises such as homelessness, medical crisis, unemployment, and mental health struggles. We believe in the power of relationships and that no family should ever walk alone. This innovative model has become a new path to keep families together and help them thrive.

Job Summary:

The Case Manager will work alongside our professional care team to provide support for vulnerable children and families facing crisis situations. The primary job of the Case Manager is coaching volunteer caregivers and advocates who provide hosting for children. The Case Manager will conduct participant intakes, assessment of needs, and schedule hostings. They will manage a caseload of participants that will consist of some crisis care, as well as ongoing respite care for participating families. They will also collaborate with other agencies and community partners when needed to better support a participant family. The Case Manager will need to be available for occasional evening and weekend work.

Primary Responsibilities:

- Coach volunteer host families and advocates, and support relationship building.
- Facilitate participant intakes and determine if TFG can provide support.
- Coordinate hostings and maintain an organized calendar of hosting logistics.
- Provide support and professional oversight for host families during a hosting.
- Coordinate, refer and/or collaborate with other agencies and providers when needed.
- Maintain case notes and documentation in a CRM database.
- Obtain feedback from participant families and host families following each service.
- Submit CPS reports as needed.

Minimum Education and Experience:

- Bachelor's degree in social work, psychology, sociology, or human services is preferred.
- Ability to speak Spanish proficiently.
- Skilled in the process of identifying and assessing a wide range of participant needs.
- Knowledgeable of local community resources and how to utilize resources for participants.
- Experience or interest in working in and partnering with diverse communities.
- Experience supporting individuals with mental health concerns and/or a history of addiction or experience in social services preferred.



Qualities of the Ideal Candidate:

- Highly missional – Able to articulate the Christian faith. Active member of a local church. Agreement with Together for Good's statement of faith and mission/vision/values. Has a strong desire to use their gifts and talents to positively impact Christian ministry.
- Highly organized and efficient, with attention to detail.
- Strong advocacy skills.
- Knowledge of community resources.
- Aptitude to respond professionally and navigate crisis situations.
- Strong preference for culturally competent candidates with a history of serving diverse populations.

Travel and Work Schedule:

- Must be willing to travel throughout McLennan County.

Compensation:

- This is a 15-25 hour/week position reimbursed at an hourly rate.
- Mileage is reimbursed at the federal mileage rate.
- PTO available.
- This position does not currently include medical benefits.

How to Apply:

- Please email a cover letter and resume to waco@tfgood.org.