

Seeker Care Manager and Guide

Inner Fire, a Therapeutic Community Residence, in Brookline, VT is hiring for this new position in our Seven-year-old organization. The Seeker (Resident) Care Manager and Guide will be responsible for the day-to-day management and implementation of Seeker Care. This full-time non-exempt position will collaborate with the Executive Director and Business/HR Director and report to our COO. *Responsibilities and tasks outlined in this document are not exhaustive and may be adjusted as determined by the needs of the organization.*

SEEKER CARE MANAGER and GUIDE RESPONSIBILITIES

- Is the Case Manager and Facilitator for all Seeker Related Care.
- Guides Seekers through daily program activities as needed.
- Manages the administrative side of Seeker screening, intake, assessment and admissions
- Supports and investigates logistics and visa process for Seekers coming from other countries.
- Orients new Seekers to life at Inner Fire.
- Point of contact for all health-related issues and between Seekers and their family for supplies.
- Oversees Guide and Seeker orientation to and facilitation of medication administration and adherence to these policies and procedures.
- Schedule's seeker appointments as needed and facilitates or provides transportation for residents when necessary. Attends staff, doctor, and other meetings as needed with Seekers.
- Meets each Seeker weekly to assess needs, concerns, wishes, mental, emotional and physical well-being, life skills development, transition planning and volunteer opportunities.
- Helps establish and facilitate relationships and coordinate Seeker healthcare with healthcare providers.
- Assists Seekers in developing and implementing a treatment / action plan to address mentoring needs, life skills development, volunteer opportunities, and transition.
- Orients, trains and ensures Guides and therapists are reporting Seekers' progress through program curriculums and plans in each Seekers Healing Journey and Monthly Report documents
- Ensures communication of, adherence to and reporting of therapeutic, health care, case management and transition plans as needed to Staff and providers as needed.
- Facilitates Seekers Six-Week Check ins, movement through Program Phases, discharge & follow-up.
- Creates and maintains organized records of meetings and outcomes.
- Facilitates development and implementation of Seekers' transition plan and volunteer opportunities during the appropriate phases. Use Transition Tools such as WRAP as needed.
- Connects Seekers with community resources based on Seekers' needs related to job placement, education, and housing opportunities.
- Facilitates weekly Seeker Care group meetings and adjusts Seeker program schedules, as needed. Takes notes and coordinates communication, as needed. Reports on Seeker Phases, Life Skills Development and Transition Plans at these weekly meetings.
- Maintains Seeker records / files and keeps the same up-to-date.

COMMUNITY RESPONSIBILITIES

- Demonstrates an understanding of and commitment to Inner Fire's Vision, Mission and Values.
- Represents Inner Fire professionally and positively to others including families, doctors, therapists, vendors, other providers, employers, volunteer contacts, interns, volunteers, visitors, prospective recruits and Seekers and the general public.

- Maintains respectful, therapeutic, and supportive relationships with co-workers and clients.
- Maintains Seeker/client privacy by keeping personal information confidential in accordance with federal HIPAA legislation and Inner Fire policies and procedures.
- Willing to draw upon own personal talents, interests, and passions to develop special programming for the community and develop relationship with individuals.
- Participates in holidays and other Inner Fire special events throughout the year.
- Participates in weekends, holiday rotation, and on-call as needed.
- Provides crisis intervention and assistance as needed or requested.
- Employs impeccable interpersonal skills.

ENVIRONMENTAL FACTORS

- Duties may include work outside of regular work hours.
- Travel may be required for which a reliable means of personal transportation must be available.
- Must be able to hike long distances in a day; move and respond quickly and run long distances if necessary and physically handle, lift, hold, reach with and move heavy objects, file boxes.
- Must be able to use a computer and other office equipment and to place and receive e-mail, telephone and in-person communication with employees and the general public.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND TRAINING

- Education: Bachelor's degree required. Master's degree preferred.
- Experience: Preference is given to those with -
 - 5+ years' experience in any combination of the following:
 - Health and Human Services
 - Social Work and Case Management
 - Mental Health or Addiction services
 - Health care as LNA, LPN or RN
 - AND 2+ years of management and/or supervisory experience
 - AND any of the following:
 - Experience with adults tapering off psychotropic medications
 - Waldorf education or Anthroposophical inspired work
- Training - Preference is given to those trained, certified or experienced in any of the following: Motivational Interviewing, Non-Violent Communication, Tension reduction such as Handle with Care or CPI (Crisis Prevention Institute) or Crisis Management
- Certifications - OSHA level First Aid and CPR (Required) or equivalent

COMPENSATION AND BENEFITS

- \$20 to \$22.50 an hour
- Paid time off
- EAP
- Some meals included during shift

TO APPLY

- Review our website at innerfire.us
- Send your resume and cover letter to Beatrice.innerfire@gmail.com and laura.innerfire@gmail.com