

Access of West Michigan Casework Manager Job Description

Who We Are

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Over the last 7 years Access has reframed our approach to poverty by focusing on prevention through systems change. Our three initiatives are Good Food Systems, Congregation Connections, and Poverty Education. The Good Food Systems initiative focuses on growing a local food system that is fair, green, healthy, and affordable for all. Through Congregation Connections, Access connects the faith-based community to issues of justice and stewardship within benevolence outreach. Poverty Education exists to overcome misconceptions about poverty and motivate people to become involved in activities that promote justice in our communities, as well as provide economic opportunity for our workshop staffers.

The Opportunity

The Casework Manager role is to lead the program team and work with Kent County churches. They will oversee all aspects of casework, Pod networks, training, and congregation partnerships

What You'll Do

- Will Supervise Congregation Connection staff and interns
- Work with congregations throughout Kent County in responding to benevolence needs, including coordinating the referral process, assessing and verifying requests, and submitting payments to program vendors
- Facilitate Pod Network meetings and trainings
- Facilitate Congregation Connections various trainings and events
- Maintain knowledge of community resources to best make referrals to congregation and community partner sites
- Nurture relationships with partner entities including congregation leaders and the faith community
- Introduce new churches to the Congregation Connections program
- Attend community events and meetings
- Reports to the Director of Casework

Strategy and Development

- Work with CO- Ed of Advancement to plan and cultivate current and new church donors
- Work with Co-Ed of Advancement to write and secure grants for CC programs
- Work with Communications and Advancement coordinator to ensure materials and messaging are up to date as well as innovate new messaging/promotion options for partners
- Create and maintain program budget goals

Data and Evaluation

- Create and update action plan, training plan, and program curriculum
- Capture impact/outcome data via surveying processes
- Manage monthly dashboard related to community development goal

- Ensure grant requirements are met and that information needed to complete grant reports is collected and shared

Who You Are

- Commitment to working in an ecumenical, faith-based ministry
- Knowledge and experience with the systems of poverty and anti-racism work
- Knowledge, experience, and sensitivity in working with low-income clients
- Excellent organizational skills, with accuracy and attention to detail
- Excellent verbal and written communication
- Team player with the ability to work independently
- Knowledge of Microsoft Office Programs: Excel, PowerPoint, Word, and Salesforce
- Reliable transportation for travel within Kent County

Compensation and Benefits

- \$18.00 per hour
- Retirement Plan - IRA employer match up to 3%
- Parental Leave
- Flexible Work Hours
- Paid Time Off

Location

Grand Rapids, MI

We are currently operating in a hybrid work environment requesting that staff are in the office half of their designated hours.

Equal Opportunity Disclaimer: Access of West Michigan values diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Do you think you're a phenomenal fit for us? Submit cover letter and resume to:

jobs@accessofwestmichigan.org