



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Announcement: Blanchet Farm Case Manager

Starting Salary: \$28.00 - \$30.00/hr, depending on credentials and experience

Full time, non-exempt, overtime eligible

Requires on-site work at Blanchet Farm; remote work not available

BLANCHET HOUSE IS:

Founded in 1952, Blanchet House of Hospitality is a nonprofit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our Old Town, Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House takes pride in providing a safe, healthy, and respectful environment for all in our community.

OUR VALUES:

Hospitality We welcome everyone into our home with kindness and compassion.

Dignity We respect the inherent value of everyone inside and outside our organization.

Hope We foster optimism and the belief that good things can happen when we work together.

Integrity We are honest, reliable, and trustworthy.

Community We build relationships and strive toward common goals.

Authenticity We honor everyone's right to be their unique self.

ABOUT THE ROLE:

This is an exciting opportunity to join Blanchet Farm as the new Case Manager! In May or June 2024, Blanchet Farm will move into a new, 14,000 sq. ft. dormitory and program facility. Currently, there are only five to six residents at Blanchet Farm, living in temporary quarters. The new Case Manager will have a significant role in helping us move into and start using the new facility. Even more significant, the new Case Manager will be charged with effectively rebuilding the program with new residents until we reach program capacity at around 21 residents.

Blanchet Farm provides a long-term transitional residential program for homeless men challenged by addiction. Blanchet Farm is an alcohol and drug free environment where program residents enjoy a peer supported community and the opportunity to restore their wellbeing working with therapeutic animals in a peaceful and beautiful rural location. Blanchet Farm residents spend three months working on farm projects and taking care of animals and agriculture. Residents then work jobs outside the farm for an additional five to six months, saving money and progressing toward stable employment and housing. The Blanchet Farm Case Manager supports the healthy and positive experiences of program residents. They evaluate the needs of residents, identify the services needed, collaborate with residents to create



their Growth & Recovery Plan, and support the resident's progress by monitoring and evaluating the plan and serving as an advocate when necessary.

OUR PROFESSIONAL COMMUNITY:

Blanchet House staff members foster a professional community and contribute to the organization's wellbeing. Staff members take active roles in Blanchet House's community and culture in a variety of ways in addition to their essential responsibilities. They advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality.

Blanchet House staff members act with the highest degree of professionalism and integrity. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. They respect and support appropriate personal and professional boundaries.

Blanchet House staff members develop and promote professional, collaborative, and collegial relationships to the benefit of one another, our organization, and the communities we serve. Staff members exhibit a growth mindset about professional goals and growth. They respect and work effectively with people from different cultures and with different perspectives and experiences. They learn from and build on diverse cultural and community perspectives and experiences. They are open to learning how unconscious bias may affect how we interact with individuals representing a variety of cultural, ethnic, language, and life experiences.

YOUR STRENGTHS:

- Able to work with, direct, and serve others experiencing complex issues with compassion and respect for their inherent dignity.
- Able to work effectively in a trauma-informed environment and with individuals in a recovery and self-improvement program.
- Cultural competence - to understand and value clients' unique perspectives, experiences, and histories.
- Exceptional listening and coping skills.
- Flexible and collaborative with an ability to reach consensus and respect differing points of view.
- Able to exercise sound independent judgment and initiate/complete tasks with minimal supervision.
- Appreciation for how your responsibilities support and affect your colleagues' work and the organization as a whole.
- Organization and time management - to prioritize and work on multiple projects to completion.
- Able to solve problems and navigate challenges successfully.
- Excellent attention to detail and the need for accuracy and conscientiousness in your work.
- Strong sense of responsibility, commitment, and follow through. You are dependable.
- Excellent interpersonal skills including showing a positive, supportive, and friendly attitude.
- Capable of keeping sensitive, personal, and confidential information private.
- Willing to learn new things and keep an open mind.



THE POSITION

DAY-TO-DAY:

- Join with Blanchet Farm staff to promote a safe, healthy, and positive culture and community.
 - Build relationships and rapport with Blanchet Farm residents and foster community building.
 - Work to establish effective, positive, and ongoing relationships with community partners and resource providers.
 - Role model positive community standards and uphold Blanchet House & Farm core values and workplace agreements.
 - Interact with residents in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience. This includes when interactions involve disagreements, conflicts, or violations of Blanchet House/Farm policy, rules, or expectations.
- Collaborate with Blanchet Farm staff on admissions and exit decisions; conduct phone screens and intakes; and support resident exits and transitions.
- Provide individualized case management for Blanchet Farm residents, including:
 - Crisis intervention services.
 - Supporting residents in their goals for self-sufficiency and growth as stated in their Growth & Recovery Plans (i.e., budgeting, financial empowerment, career and employment, physical and mental health, parenting education, etc.).
 - Assistance with pending civil or criminal matters.
 - Accompaniment to appointments or meetings with a variety of service providers, providing transportation to residents in personal or Blanchet Farm vehicle if needed.
 - Assisting with referrals, system navigation, and resource gathering, serving as an advocate for residents' needs.
 - Partner with and guide Blanchet Farm residents to create their Growth & Recovery Plans.
- Assist resident access to viable and stable housing and employment, training, or education opportunities to promote successful transitions from the program.
- Create and lead projects and activities for Blanchet Farm residents that are engaging, foster positive experiences, and promote healthy growth.
- Promote a sober, drug & alcohol free environment including assisting with urinalysis and breathalyzer screenings.
- Develop relationships with and serve as a Blanchet Farm representative with the recovery community and organizations in Yamhill County and throughout Oregon.
- Maintain resident/client files including progress notes and other records.
- Meet weekly or as needed with clients along with other referral sources when applicable.

BIG PICTURE OPERATIONS:

- Help to maintain Blanchet House/Blanchet Farm policies, procedures, and expectations.
- Support in-kind donations and other support for Blanchet Farm by developing and nurturing relationships in the community.



- Respect confidentiality at all times (confidentiality should be tempered with sensitivity to the well-being and safety of other residents, Blanchet House staff and volunteers, and the organization).
- Promote and protect the confidentiality, privacy, and security of volunteer and donor information, Blanchet House/Farm financial accounts, and other organization data and digital systems, portals, and platforms.
- Be knowledgeable of Blanchet Farm emergency procedures and how to respond in the event of a crisis or emergency, including a medical emergency.
- Participate in Blanchet House & Farm's culture and community and the day-to-day services of the organization.
- Provide program leadership and effective problem solving to promote effective services and operations.
- Demonstrate understanding as to how your responsibilities support and impact colleagues and the organization as a whole; take direction effectively; seek consensus with colleagues.
- Support Blanchet House's sustainability efforts and commitment to zero-food waste.
- Attend staff meetings and trainings,

QUALIFICATIONS:

- High School Diploma or equivalent; post-secondary degree a plus.
- MHACBO Certified Recovery Mentor (CRM) or CADC certification, or LCSW preferred; Peer Support Specialists and Mentors are welcome to apply.
- In-depth knowledge of chemical dependency, addiction, and mental/behavioral health issues.
- Demonstrated success working with individuals in recovery or experiencing trauma and mental health issues.
- In-depth knowledge of housing and employment resources, mental health and addiction resources, and other social service/health care resources; working knowledge of and experience with resources in Yamhill County preferred.
- In-depth understanding of root causes of homelessness and effective strategies for supporting persons with lived experience of homelessness or incarceration.
- Able to successfully use Microsoft Office programs such as Outlook, Teams, Excel, and Word; experience with virtual meeting platforms. Previous experience with data management and reporting a plus.
- Possess a valid driver's license and is insurable with a good driving record.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; Canopy Employee Assistance Program (incl. household members); Simple IRA program with (up to) 3% employer match; generous Paid Time Off/Paid Holiday benefit (>5 weeks in Year 1); enhanced pay opportunities on holidays; paid professional development; a work anniversary bonus; cell phone stipend.

**OUR ENVIRONMENT:**

Many Blanchet House & Farm clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Employees must be able to work in this environment safely and successfully and with marginalized, vulnerable community members.

Blanchet Farm is a working farm with animals, beehives, and rough, natural terrain. Blanchet Farm employees must be comfortable working around animals, including pigs, goats, chickens, and dogs (that are not leashed or crated).

PHYSICAL DEMANDS:

Physical requirements are consistent with physical duties required of general office work but also of working in a rural environment, including walking over rough, unimproved ground; the lifting and transport of materials weighing up to 50 pounds; stooping, bending, kneeling, and other physical activity associated with general gardening and other light-farm activities.

INTENTIONAL EQUITY:

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.
- Staying engaged in the pursuit of equity and consistently seeking to repair and improve our understanding, practices, and services where we fall short.

Background check, drug screen, and proof of authorization to work in the U.S. required prior to hire.

Interested applicants should send a cover letter and resume to careers@blanchethouse.org.

No phone calls please.

Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.