



Administrative Offices

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ccdok.org

We are God's hands providing housing, health and hope to His children.

EMPLOYMENT NOTICE

November 24, 2025

POSITION TITLE: Ark Services for Youth – Outreach Case Manager – Barry/Calhoun Counties

POSITION DESCRIPTION: Provide case management to youth and families using a positive youth development approach, and empowering youth to reach their goals. Collaborate with community agencies and schools to provide the outreach services needed and to assist with maintaining school and inter-agency drop ins. Outreach is provided to youth and families in Barry and Calhoun Counties. Promote the agency's mission and positive working relationships among other employees.

MINIMUM REQUIREMENTS:

- Bachelor's Degree with a major in criminal justice, sociology, psychology, social work, or guidance and counseling (or equivalent experience in youth outreach or community work).
- Experience working with homeless or high-needs youth populations.

OTHER:

- Ability to be sensitive and responsive to diversity.
- Knowledge of trauma-informed, harm reduction, and strengths-based engagement strategies.
- Ability to set limits and boundaries that maintain the helping role of a case manager and assist others with setting healthy boundaries.
- Ability to present services and program information to a variety of entities including schools, public events, and organizations.
- Work independently and as a part of a team in sometimes stressful and multiple situations.
- Ability to form partnerships and effectively collaborate with community partners to provide services in the Barry and Calhoun county areas.
- Demonstrate strong oral and written communication skills.
- Know and follow the code of ethics for the applicable profession.
- Must have a valid driver's license with less than 6 points and proof of current automobile insurance for bodily injury liability coverage for at least \$500,000 combined single limit. Must have reliable transportation to travel across counties.
- Must reside in Calhoun County, preferably in the Battle Creek community, and have access to reliable and secure internet access.

HOURS: Up to 19 hours/week, including some evening hours and weekends

STATUS: Hourly, non-exempt

SALARY: \$22.00 an hour

TO APPLY: Send resume and cover letter to:

Catholic Charities Diocese of Kalamazoo Careers & Employment - Working at Catholic Charities Diocese of Kalamazoo | Indeed.com

Or visit our website:

www.ccdok.org/employment-opportunities

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Youth and Families