



P.O. Box 4519  
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## Responsibilities

1. Team  
Participate in the full functioning of FP Staff by affirming and assisting the contributions of others.
2. Accountability  
Accountable to the Executive Director for providing case management designed to move guest families into permanent housing.
3. Case Management
  - a. Carry-out the “intake” process prior to families entering the program (includes assessment to determine eligibility for admittance).
  - b. Develop individual case plans for each family admitted to the shelter(includes the steps and a timetable the family will follow).
  - c. Review the case plan with the family per week.
  - d. Advocate on behalf of the guests as needed to help them access essential social services.
  - e. Carry-out the “discharge” process when families leave the program (exit interviews, etc).
4. Guests
  - a. Maintain a daily record of guests and “sign-in/sign-out” sheets.
  - b. Schedule guest transportation to and from schools, day care, agencies, etc.
  - c. Coordinate scheduling
5. After Care
  - a. Manage a support and information system for guests who have exited the program
  - b. Track the success of families who have exited the program with regard to permanent housing and continued employment.
6. External
  - a. Act as a resource for other agencies seeking referral information on current or former guests.

This job requires you drive a 15-passenger van. Must have valid driver’s license. Be able and willing to work every other Sunday. Positions requires Mon-Thurs. 8-3, unless you work Sunday that week, it would be 8am-1pm.

This requires someone who is extremely reliable, patience, counseling, or social work experience is necessary. Bachelor’s Degree preferred, will take Associates with experience. Must have cover letter to be considered.

This job requires you drive a 15-passenger van. Must have valid driver’s license. Be able and willing to work every other Sunday. Positions requires Mon-Thurs. 8am-3pm, unless you work Sunday that week, it would be 8am-1pm. This requires someone who is extremely reliable, patience, counseling, or social work experience is necessary.

Previous work with homeless preferred but not required. Bachelor’s Degree preferred, will take Associates with experience. Must have cover letter to be considered.

Job Duties may vary and change, must be flexible and understand the population in which you are working with. Job description and duties subject to change based on Executive Director and Program needs.

**CONTACT:** Tiffani Ferrier  
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