



**KENDALL COUNTY  
WOMEN'S SHELTER**  
*A Safe Place*

**DIRECT SERVICE  
VOLUNTEER**

## **VOLUNTEER CASE MANAGEMENT ASSISTANT**

**Volunteering Location**  
Shelter

**Required Training**  
Kendall County Women's Shelter Orientation  
20 hour Advocate Training  
Shelter Tour

**Preferred Qualifications**  
Human services, Medical, or Mental Health Background. Strong Communication Skills.

**Role Description**  
Volunteer Case Management (CM) Assistant will be responsible for supporting the Shelter Case Manager at the shelter. Volunteer CM Assistant will assist the Case Manager with clerical duties, setting appointments with clients, and some light Case Management research upon request. Volunteer CM Assistant must be available M-F 8am-4pm.

