



PART-TIME HOUSING CASE MANAGER

Revised: August 28, 2017

- Position:** Housing Case Manager
- Summary:** This position is responsible for conducting daily activities associated with the provision of case management for formerly homeless individuals and families in HUD funded Permanent Supportive Housing Programs.
- Classification:** Part-time, 15–25 hours per week. Flexible schedule. This is a time limited position, lasting until April 30, 2018.
- Minimum Requirements:** Bachelor's Degree in social work or a closely related field. Experience working with the homeless population, particularly homeless families, is a plus. Familiarity with Microsoft Office suite. Ability to work with diverse groups. Written and oral communication skills. Must possess the skills to professionally interact with program participants who may not be open and receptive to instruction/intervention. Must own personal, insured vehicle. Must pass criminal background check.

Description

The Housing Case Manager will be responsible for a variety of tasks associated with the management of HUD Permanent Supportive Housing grants. The Housing Case Manager will work directly with formerly homeless individuals and families to help them obtain and maintain permanent housing. Work will occur both in an office setting and in the homes of program participants. As such, the Housing Case Manager will occasionally be exposed to air contaminants, including tobacco smoke, and other environmental irritants.

Duties

1. Performs program participant assessments to determine physical, social, and emotional needs. Develops individual client service plans and documents client/worker activity. Conducts home visits to program participants in permanent housing. Makes referrals, accompanies program participants, and/or provides transportation to service providers. Provides crisis intervention as necessary.
2. Demonstrates an understanding of Housing First principles and delivers services in accordance with the Housing First Model.
3. Completes daily times sheets, activity logs, tracks mileage, and required case management documentation.
4. Other duties as assigned, including work with landlords and program participants to prepare and understand occupancy agreements and leases, entering and updating information in the Homeless Management Information System database, and assisting with general paperwork and administration of Permanent Supportive Housing grants.