



Position Opening Please Post

Share A.S.P.I.R.E. Housing Case Manager -

This position is scheduled for 40 hours per week with benefits. The rate of pay is \$15.00 to \$16.00 per hour, based on experience, education and qualifications.

Position Description:

The Housing Case Manager will provide case management to households receiving rental subsidies. The Case Manager will assist all households in move into permanent, transitional or rapid re-housing scattered site models. In this position you will work with people who have experienced homelessness in families, individuals or couples without kids. The people we work with have experienced trauma and may also struggle with mental health concerns, physical health concerns, substance abuse, domestic violence, etc.

Major Duties and Responsibilities:

1. Implement all policies and procedures to operate the supported housing case management program.
2. Build rapport with a variety of different people
3. Utilize best practices and creativity in working with people who might be hard to serve
4. Develop housing stability plans and budgets with clients to guide them in resolving their housing concerns and other barriers to success.
5. Provide case management to assist housing clients in accessing eligible services.
Elements of the case management to be provided include:
 - Assistance with daily living skills
 - Linkage with financial entitlements
 - Assist with the maintenance of housing
 - Provide linkage with mental health treatment
 - Provide linkage with drug and/or alcohol dependency treatment
 - Assist with employment and vocational issues
 - Assist with educational needs and goals
 - Assist with parenting skill development
6. Maintain comprehensive case management files and statistics required by funding sources.
6. Attends meetings, workshops, seminars, or community events centered around homelessness and services for Share's clients as assigned by your supervisor.
7. Keep current with laws and regulations that impact the homeless and that are related to transitional and

- subsidized housing programs.
8. Have strong communication skills. Display ability to work well with others. Display effective conflict resolution skills and professional boundaries.
 9. Provide services for Share's clients as assigned by your supervisor.

Work Environment and Physical Demands:

The nature of the work involves working with homeless and low-income households, either individuals or families. A portion of the day will be in an office setting. Working with clients in a community or home setting is also required.

Minimum Qualifications:

- 1-2 years experience with the homeless population, chemical dependency, mental health counseling and crisis intervention.
- 4 years college highly desirable
- Experience in working with individuals and families with mental health issues and or physical disabilities desirable and the ability to work with families and individuals in crisis.
- Basic computer skills including knowledge of Excel, Word, e-mail and the Internet
- Knowledge or the ability to obtain the knowledge of the HMIS database
- Must have a vehicle for the purpose of completing home visits, proof of insurance and a valid driver's license.