

## Case Manager

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.65 to \$29.70 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Our client is seeking support in Case Management and Housing Support. You will work with local community clients in need of support related to shelter services. If you are seeking a great opportunity within the Non-Profit sector, apply today!

#### Case Management Duties (50%):

- Perform and complete primary interview and physical health assessments of each client
- Triage new clients based on results of initial assessments
- Provide crisis intervention as well as short and intermediate-term counseling and referrals
- Develop and coordinate an individualized progress improvement plan for identified clients; monitor client's progress toward assigned goals; use techniques that inspires progressive and independent action
- Maintain collaborative relationships with partners and other homeless health care providers
- Communicate and collaborate successfully and effectively with agency partners as needed related to case management for each client.
- Manage and maintain a caseload of 15-20 clients this includes accurate and complete records for each client under the supervision of the Associate Shelter Director(s)

#### Housing Duties (50%)

Under the supervision of the Shelter Operations Manager, the Agency's Landlord Liaison will engage community landlords/ property owners as effective partners to assist clients in obtaining housing. This position will preserve and expand the quality and quantity of available affordable permanent housing options for people facing homelessness as well as increase opportunities for formerly homeless individuals and families to maintain housing by providing communication and mediation between owners/landlords, tenants/applicants, and social service agencies as needed to remove barriers to maintaining housing.

#### Duties include:

- Hard Copy and Digital Files, client records, data entry, data management and reporting will be closely monitored and maintained.
- Partnering with other local agency partners and/or site locations.

### Requirements

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- Position requires excellent customer services delivery when interacting with our clients
- Some travel required
- Minimum four years of experience in the following: Working as an advocate with other Non-Profit Agencies
- Case management experience with a clear understanding of the principles and procedures of case management work and required regulations
- Mental health counselor or related field
- Assessment and planning experience
- Non-Profit experience working with underserved and transient populations; includes working with and understanding the local community and the various services available to homeless populations
- Working with populations who have co-occurring mental health, substance abuse and physical challenges

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