



Support and  
Shelter for  
Overcoming  
Homelessness

<b>Job title</b>	Housing Case Manager		
<b>Reports to</b>	Housing Supervisor	<b>Position Status</b>	Full Time
<b>Salary Range</b>	\$15.50/Hour to start	<b>Assignment</b>	Regular/Benefited
<b>EEO Class</b>	Professionals	<b>FLSA Status</b>	Exempt
<b>Shift</b>	40 hours, Monday – Friday		

## Job Summary

The Case Manager will work as part of our Housing team to provide direct case management services to individuals and families who have moved out of homelessness and are living in housing in the community. This passionate self starter will work for the state's largest nonprofit housing provider and the state's largest homeless shelter where assistance is given to individuals and families experiencing homelessness. Our mission is to help people move out of homelessness and into housing in the community.

## Duties and Responsibilities

1. Assist program participants in developing goals that will help them overcome homelessness and stabilize in the community.
2. Provide program participants with referrals and linkages to community resources.
3. Provide direct case management to families, women, and men, including crisis intervention, ongoing assessments, goal setting, problem solving, agency and community resource utilization, and network building.
4. Attend weekly staff/staffing meetings and other meetings as assigned.
5. Keep records, case management notes, and statistical data as required and participate in research and/or special projects as needed.
6. Assess clients' barriers to self-sufficiency and develop problem-solving skills with the client.
7. Evaluate own performance to increase effectiveness as a case manager.
8. Other duties as assigned.

## Education and Experience

1. Bachelor's Degree in related field required.
2. Experience working with diverse populations preferred.
3. Previous case management experience preferred.

## Skills and Requirements

1. Strong interpersonal skills and ability to work with diverse populations.
2. Willing to be a proactive member of a team.
3. Strong belief of the housing first model.
4. Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
5. Ability to work independently and use sound judgment within the Trauma Informed framework to make decisions.
6. Ability to accept direction from Supervisor.
7. Excellent organizational skills and strong computer skills.
8. Self-starter and self-directed.
9. Must have a clean driving record and be insurable by our agency insurance carrier.
10. Must pass a pre-employment background check and drug screen.

## Physical and Equipment Requirements

Should have the ability to lift 25 pounds.  
Must be licensed to drive a vehicle.

## Instructions to Apply

To apply, please email [resumes@theroadhome.org](mailto:resumes@theroadhome.org). Please include the job title ***Housing Case Manager*** in the subject line.