

Job Title: Case Manager
Department: Housing
Reports To: Housing Director
FLSA Status: Non-Exempt
Number of Openings: 1 – Part time (ends 9/30/10)
Salary Range: \$18 to \$19.23

ROLES AND RESPONSIBILITIES

1. Assess housing client to assure compliance with eligibility guidelines.
2. Coordinates services with other agencies which serve the participants
3. Coordination of services with CCHSC and other agencies which serve these participants.
4. Communicate with Partners and(or) clients to follow up regarding sustainability
5. Accurate documentation and reporting of client's outcomes according to DBA client tracking system.
6. Enters and maintains electronic documentation through computerized record keeping in DBA as required for operational efficiency.
7. Attend housing quarterly group meetings.
8. Promptly attends staff retreats, supports agency activities and keeps abreast of progress.
9. Perform other duties as assigned.

QUALIFICATIONS AND SKILLS

Education: Bachelor degree in housing, human services or related field strongly desired. AA in Human Services, Social Services, Psychology, or related field acceptable with housing experience.

Work Experience: 1-2 years experience in housing preferably mortgage or affordable home ownership required.

Special skills: Must be able to interact with clients and conduct home visits. Excellent interpersonal, communication, writing and presentation skills required. Proven volunteer or community commitment. Working knowledge of MS Office required. Must be self-motivated, able to work independently in a professional capacity. Must be able to relate to the target population and promote harmony within the work group. Ability to solve practical problems. Ability to think independently and make sound decisions Ability to interpret a variety of instructions furnished in oral, written, and schedule form. Ability to assess clients and coach them towards success through counseling, referrals and monitoring.

Other: Must be willing to travel and have own reliable transportation