



## Job Description

<b>Position:</b> Housing Stabilization Case Manager	<b>Reports to:</b> Intake Coordinator
<b>Salary Range:</b> \$36,000 to \$38,000	<b>Class:</b> Exempt, professional
<b>Purpose:</b> To provide support and case management services to Passage Home clients with goal of maintaining and/or establishing permanent housing.	

The Housing Stabilization Case Manager's main job responsibility will be work directly with clients who are at risk of losing their non-congregate shelter and to help them maintain a level o of stability.

Additional Responsibilities include but are not limited to:

- Evaluate family strengths and needs, determine immediate and long-term needs, employability, and identify key barriers or assets in client self-sufficiency
- Maintain Case load of 30-35 families/individuals
- Maintaining client confidentiality
- Identify housing barriers to achieve housing goals
- Guide clients through the process of maintaining or obtaining permanent housing (e.g., financial assistance and management)
- Conduct inspections on client housing to assure the home is safe and habitable
- Develop and maintain relationships with community property managers/housing providers
- Assisting clients with housing search
- Assistance with submitting rental applications and understanding leases
- Data entry
- Act as liaison between landlords or property managers
- Maintain professional knowledge in applicable areas and keep abreast of changes within program guidelines

Qualifications:

- Four-year college degree or comparable work/life experience working directly with families with at risk populations including those who have been homeless, substance abusers, incarcerated, mental health issues, and very low income.
- Strong interpersonal and communication skills (both verbal and written) and the ability to work effectively with a wide range of people in a diverse community
- Ability to monitor, assess, and record client progress and complete adjustments as necessary
- Ability to plan, implement, and evaluate individual service plans
- Strong knowledge of community resources or ability to become knowledgeable required
- High level of computer skills and competency
- Ability to accurately document client records and files both on paper and in computer aided record keeping software.

This position requires a flexible schedule. It is a professional salaried position and requires that case managers-social workers be available on call, over the weekend, and in the evenings as needed by clients, and staff related support systems. Passage Home is an "at will" employer – see personnel handbook.

To apply, please send resume, cover letter, and 3 references to [hr@passagehome.org](mailto:hr@passagehome.org).

Reviewed 5.3.2021