



JOB DESCRIPTION

PROGRAM: Housing & Community Services

TITLE: Housing Case Manager

JOB CLASSIFICATION: Housing Case Manager

SALARY RANGE: \$35,173 - \$39,624

DEPARTMENT: Housing & Community Services

IMMEDIATE SUPERVISOR: Program Director – Housing & Community Services

SUMMARY DESCRIPTION: This position is responsible to identify and provide case management for chronically homeless clients. . Position includes advocating and linking community resources for clients' future success in residential stability.

FUNCTIONAL RESPONSIBILITIES:

1. Screen and determine eligibility for chronically homeless individuals.
2. Work directly with clients in the office and in the field.
3. Document stability plans, progress notes and complete required reports.
4. Develop and foster relationships between CCAP and other community resources.
5. Work closed with other organizations including behavioral health to coordinate services for clients.
6. Develop individualized plans with clients to ensure their stability and success.
7. Organize and/or attend inter/intra-agency case staffing.
8. Support housing staff.
9. Participate in other CCAP functions as directed.
10. Other duties as assigned.

QUALIFICATIONS:

1. Experience working with individuals in crisis.
2. Ability to cooperate with both intra-agency and interagency staff and other organizations to ensure a team approach.
3. Ability to cultivate community relationships in the private and public sector.
4. Ability to maintain client/case files (paper and electronic).
5. Demonstrate working knowledge of Microsoft Office programs.
6. Ability to provide a supportive atmosphere for clients.
7. Ability to communicate orally and in writing.
8. Demonstrate reliability in time management and scheduling.
9. Access to reliable transportation.
10. Valid driver's license and vehicle insurance required at all times.
11. Ability to pass and maintain a back ground check.

LOCATION/WORKING HOURS: Pacific County. Variable. The majority of time will be daytime work hours Mon – Fri in the South Bend area offices.

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.