

Humility of Mary Housing

JOB TITLE:	Case Manager Homelessness Prevention and Rapid Re-housing
STATUS:	Part time
SHIFT:	Various
LOCATION:	Trumbull county
CASE LOAD:	10 to 30 Participants at any period of time
ASSIGNMENT:	Part time
EXAMPLES OF SPECIFIC DUTIES:	<ul style="list-style-type: none"> • Implement the mission and vision of Humility of Mary Housing in a manner consistent with its core values. • Conduct initial interview and intake paperwork. Complete all documentation required. Maintain participant confidentiality. • Complete a barrier assessment with participant and establish assistance needed to secure and/or sustain permanent housing. • Guide and advocate for the participants in planning goals and setting attainable objectives. • Ensure that services rendered are in a culturally competent manner according to Humility of Mary Housing Mission Statement. • Provide support, encouragement, and accountability to the participant so they fulfill their case plans. • Provide case management services to the client ensuring compliance with all federal, state, and local regulations and guidelines. • Work with the Housing Location Specialist to resolve landlord conflicts or other issues that arise that are related to the scope and responsibilities of the homelessness prevention and rapid rehousing program • Maintain office presence and attend staff meetings, HCRP meetings, and community meetings as needed. • Provide outreach and education of HCRP program and services available to individual community members • Review documentation from other case managers to ensure compliance with grant • Coordinate housing inspections with Trumbull Metropolitan Housing Staff • Provide monthly case management follow up with active clients • Conduct 6 month follow up after completion of the program
QUALIFICATIONS:	<ul style="list-style-type: none"> • Bachelor in Social Work or related field. • Demonstrated knowledge regarding homeless housing issues. • Must have experience working with homeless individuals or families. • Must have good organization skills and self-motivated. • Demonstrate ability to relate to co-workers and clients with respect and professionalism.
AGENCY CONTACT INFORMATION:	Emmanuel Community Care Center Attention: Sister Jean Orsuto 2 N. State St. Girard, OH 44420 (330) 545-4301
APPLICATION INSTRUCTIONS:	Fax resume and detailed cover letter to 330-545-1956

Humility of Mary Housing is an Equal Opportunity Employer