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**Position**:   Rapid Re-Housing Case Manager

**Compensation**:  DOE

**Employment Status**:  Full Time, Hourly, Benefits Package

**Reports to**: Client Services Supervisor

**Job Description**:

Under the supervision of the Client Services Supervisor, the RRH Case Manager is responsible for provision of program development, implementation and individual case management with the CoC Rapid Re-Housing Program. The Case Manager will support the housing first model with a trauma-informed care approach that will maximize the likelihood of client success and long-term self-sufficiency.

**This is a grant funded position with an anticipated grant end date of July 1, 2021. Although the grant is anticipated to end on that date, sometimes additional funding can be secured to extend the grant beyond the initial end date.**

**Duties & Responsibilities**:

**Advocacy Responsibilities**:

* Facilitate the VI-SPDAT to individuals/families seeking services.
* Receive referrals from community queue and verify household meets criteria for program.
* Intake and assessment of referred individuals/families for Rapid Re-Housing Program.
* Offer survivors emotional support, information about community resources and services (including employment, housing, shelter services, health care, victim compensation, etc.), and assistance completing paperwork (social services applications, legal filings, etc.).
* Maintain a caseload of approximately 10-15 individuals/families.
* Work to secure rental agreements with landlords and assure compliance with HUD requirements.
* Conduct ongoing, individualized case-management to individuals/families in program.
* Assist clients in developing and implementing an individualized program plan to meet long-term housing goals.
* Develop and facilitate support, informational classes/sessions, life skills, and/or psycho-educational group activities designed to help clients explore and resolve self-care issues that may be influencing the clients’ progress towards meeting their established goals.

**Administrative Responsibilities**:

* Maintain accurate and confidential case files.
* Answer calls on a multi-line telephone system.
* Do statistical data entry, complete routine paperwork and produce small reports.
* Develop relationships with landlords and property management companies.

**Other Responsibilities:**

* Attend and participate in staff meetings and trainings as requested.
* Communicate with members of the public and donors about the issues of  domestic violence, intimate partner violence, sexual assault, stalking and available services
* Provide support for outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of domestic violence, intimate partner violence, sexual assault, stalking and available services when needed.

**Qualifications**:

**Minimum Qualifications:**

* Bachelor’s degree in human services, social work, behavioral sciences or related fieldand preferably two to five years of case management experience.
* Pass a Federal & State criminal background check.
* Pass a comprehensive drug screen.
* Provide minimum of three recent professional references that will vouch for competency, honesty & reliability.
* Demonstrate passion for helping others (must be evident from previous work and volunteer experience).
* Sensitivity to cultural and socioeconomic characteristics of persons experiencing homelessness.
* Be dependable & flexible.
* Be able to communicate effectively and professionally, even when under stress.  Both orally and in writing.
* Be computer literate and able to use standard office equipment and software, including copy machines, fax machines, email, MS Office products (Outlook, Word, Excel), shared network drives, etc.
* Possess the ability to manage stress in a crisis environment.
* Possess the ability to set boundaries and maintain ethical relationships.
* Maintain a current and valid driver’s license and insurance (100/300), ability to drive a full-size van (9 passenger), and clean driving record.
* Be able to work independently with little supervision, but also interact warmly with a small team of dedicated staff and volunteers in high-stress environment.
* Be able to lift 40 pounds –advocates frequently help shelter clients pack/unpack, load/unload.

**Desired Qualifications:**

* In-depth understanding of the dynamics of interpersonal violence and the intersection of homelessness.
* Experience with dual-focus shelter programs (domestic violence & sexual assault), homeless shelters, substance abuse programs, social services programs.
* Experience with HMIS.
* HQS Inspector Certification preferred.
* Knowledge of “Housing First” approach to end homelessness.
* Knowledge or understanding of fair housing, tenant/landlord rights and responsibilities.
* **\*\*\*\*\*\*\*\*\*\*\*\*  Bilingual  (English/Spanish) Highly Preferred \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Application Process:**

* **Candidates who do not meet the minimum qualifications will not be considered.**
* Applications **must** include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate’s knowledge, skills and abilities.  References will only be contacted after a successful in-person interview (candidate will be notified).
* Send applications to [employment@safeembrace.org](mailto:employment@safeembrace.org) by February 29, 2020.

*Safe Embrace celebrates the diversity in our nation, community and staff.  We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.*