

**INTERNAL JOB POSTING**

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| **Date Posted: 11/06/2020** | **Date Expires: 11/13/2020** |
| **Position title: Housing Case Manager** | **Reports to: Co-Directors Case Management** |
| **Department: Case Management** | **Status: Full time** |
| **Position type: Sr. Staff** | **Relevant work experience:** |

**Position summary:** Provides housing expertise to case managers and support the trainees who are formerly gang-involved and or recently incarcerated individuals funded through BSCC. Reduce stress levels and anxiety due to where trainees will sleep, which makes it hard to even set goals for the next day. Other stress factors can be related to safety, living in their own neighborhood or an un neutral neighborhood.

**Essential Duties:**

* Develop and implement the Housing First model at HBI that engages landlords in understanding the model/
* Develop housing services partnerships such as homeless shelters/transitional housing, transitional living homes, sober living facilities, residential treatment, Section 8, and permanent housing
* Coordinate financial literacy program as a prevention tool to support clients’ permanent housing
* Serve as a resources to all Case Managers on housing services and support
* Manage the BSCC Rental Assistance grant including tracking all rental assistance support in the areas of short-term emergency housing, permanent supportive housing, rent assistance, stipends to families, move in costs, credit repair, and coverage of back rent
* Coordinate BSCC rental assistance funding with other grant resources at HBI
* Crisis-Intervention in the area of housing including tenant and landlord relationships and credit issues.
* Navigate external housing systems the trainee may interface
* Maintain communication as it relates to client’s progress with Case Manager and Substance Abuse Counselors when relevant
* Maintain accurate an up-to-date client files in the database and grant reporting tools
* Maintain accurate and detailed case notes regarding clients progress or any relevant information to the case planning
* Attend weekly case management staff meetings
* Maintain cell phone and answer emergency calls outside of normal work hours and on weekends.
* Occasionally attend Homeboy events either in the evenings or weekends.
* Maintain close communication with supervisor and navigator
* Other duties as assigned

**Qualifications and Experience:**

* Reliable transportation and a valid driver’s license
* Experience working with homeless and formerly incarcerated individuals
* Knowledgeable in the following areas community, housing, county and federal government resources
* B.A/B.S degree in human services, social sciences or related field and/or 3+ yrs. experience working in housing field
* Mission driven person with strong work ethic; challenge seeker and problem solver; able to act and react as

necessary even if limited information is available; not afraid to take charge of a situation

# Experience working with individuals of diverse ethnic backgrounds

* Advanced knowledge of Microsoft Outlook, Word, and Excel
* The ability to set personal and professional boundaries and model appropriate behavior
* Detail oriented, excellent communication, organizational, and writing skills

**If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.**