



Position Title: Homeless Services Case Manager

Reporting To: Director of Homeless Services

Employee Classification: Full time Non-exempt

Position Summary

This position provides case management or support services to homeless individuals and families. This position requires a high level of experience with and knowledge of social services, as well as the ability to rapidly learn and adapt to new roles and programs.

Primary Duties and Responsibilities:

- Manage a caseload of 20 to 25 homeless individuals and families requiring supportive services in Third Street Alliance's emergency shelter and/or transitional housing programs.
- Develop a network of social services, refer clients to appropriate resources, identify and coordinate on-going community linkages and provide advocacy and support.
- Assist residents with attaining self-sufficiency and housing stability through the development of individual service plan.
- Assist residents and families in areas such as budgeting, health and mental care management, job search and other areas as needed/requested.
- Monitor/support individuals and families in their progress through regularly scheduled meetings and post-exit follow-up (if possible).
- Collect and maintain appropriate documentation for files i.e., employment verification sheets, work schedules, paystubs, etc.
- Assist residents with the resumes and tips for successful completion of job applications and interviews.
- Identify systemic barriers which can inhibit residents from accomplishing self-sufficiency goals. Work closely with them to overcome or to eliminate barriers.
- Complete reports as required by funding sources, monitoring agencies and Third Street Alliance.
- Assist with projects and activities to assist the community in avoiding homelessness through prevention and diversion.



Qualifications:

- Minimum of a Bachelor's Degree in Human Services, Social Work, Psychology or a related field from an accredited college or university along with five years of working experience with at-risk populations.
- Outstanding organizational skills and the ability to manage multiple priorities and concerns.
- Ability to work well with people from different cultural and socio-economic backgrounds.
- Excellent communication skills, both oral and written, combined with strong interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team, setting priorities and developing a work schedule.
- Bilingual Preferred.

Special Requirements:

- Criminal history background check
- FBI fingerprinting
- Clean DMV record; valid US driver's license
- Health Screening and TB test

Comments: *This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

To Apply: Send cover letter and resume to jthomas@thirdstreetalliance.org with the subject line Case Manager Search. No phone calls please. Deadline to apply is February, 16 2018.



Effective 1/2018