

Job description

Schedule:

Full time 40 hours per week, Monday-Friday 9:00 AM – 5:00 PM

Position Summary: The Domestic Violence Housing Case Manager Position will work with survivors who are in need of safe, stable housing. Using a trauma informed, survivor centered, and housing first model, this position will be critical to rehousing survivors as quickly as possible.

Required Skills and Experience:

- Bachelor's degree in social services or related field. May substitute education for comparable work experience
- A minimum of 1 year of experience working directly with families/individuals, as well as survivors, in crisis providing case management, goal planning, advocacy, or similar service
- Ability to write and speak effectively with all audiences
- Computer literacy; Proficiency in the use of Microsoft office programs.
- Experience working with diverse populations
- Ability to write and speak proficiently in Spanish
- Experience with HMIS databases
- Insured personal vehicle and be willing to travel locally

Primary Responsibilities:

- Maintain a caseload of survivors, including single individuals and families, experiencing homelessness and/or fleeing from violence.
- Create a case management plan with each program participant to address the steps needed to access housing.
- Meet with survivors as often as necessary to evaluate progress
- Provide direct services to assist survivors in meeting their goals. I.e.: assist in completing housing applications, rapid re-housing documents, completing credit repair tasks, and addressing other barriers to accessing housing.
- Develop and maintain relationships with community partners who provide support to survivors of domestic violence, coordinate client services between multiple providers.

- Maintain accurate and thorough electronic files. Retain documentation and case notes of services provided as well as records that demonstrate the successful completion of goals. I.e.: copies of referral forms, completed housing applications, employment, or benefits applications; new hire letter, lease, etc.
- Ensure required program documentation is maintained (homeless verification, income verification, HMIS release form etc.)
- Provide mobile advocacy for clients to ensure all survivors have access to the available services, which may include meeting at partner agencies, library, coffee shop, or other safe and mutually agreed upon locations. Provide services in a trauma informed, survivor centered manner. Follow best practices including housing first, progressive engagement, and harm reduction.
- Provide advocacy and case management for survivors from program entry through housing stability; follow clients for at least 6 months after they have gained permanent housing.

Job Type: Full-time

Salary: \$18.00 - \$19.50 per hour