



Hospitality House

Community Shelter for the Homeless

P.O. Box 3223, Grass Valley, California 95945

POSITION DESCRIPTION

Position: Housing Case Manager

Reports to: Executive Director and Program Supervisor

Date Prepared: August 14, 2013

POSITION SUMMARY:

The Housing Case Manager performs an assessment of housing barriers and creates an individualized housing stabilization plan for each individual that includes assessing a household's need and eligibility for the Rapid Re-Housing program. Case management includes addressing housing barriers and financial assistance. Financial assistance includes assistance with rent, security deposit, utility assistance and moving expenses. Housing Case Manager will submit progress reports, perform outreach and marketing activities, perform client reviews, collect client data, submit data for input into HMIS, and submit payment request to accounting staff

OBJECTIVES/ACTIVITIES:

1. Assesses client needs; investigates and determines their eligibility for RRH services.
2. Obtain and maintain required eligibility documentation.
3. Works with client to design and implement individualized housing stabilization plans for clients.
4. Monitors client progress with plan activities.
5. Advises and aids individuals and families requiring agency assistance, which includes: credit repair, addressing housing barriers, accessing other services (e.g.: job training, counseling, housing, medical services, income/benefits, etc.).
6. Determines RRH funds eligibility (for rent, security deposit, utility assistance and moving expenses) and submits requests to Accounting in timely manner.
7. Provides clients with budget and money management training related counseling.
8. Maintains client records and completes required documentation according to agency standards. This may include, but is not limited to data entry, progress notes, activity reports, time sheets and logs.
9. Coordinates housing-related client activities and manages client participation, progress, and accountability protocol.
10. Conducts marketing and outreach efforts, networks with other providers to generate community resources for participants.
11. May transport clients to related appointments.
12. Coordinates housing search with Housing Resource Specialist.

EDUCATION AND EXPERIENCE: 5 years of human services experience OR relevant professional credential such as CPRP, CRC, CADC, OR Associates degree + 2 years' experience OR Bachelor's degree in human services field, rehabilitation or nursing.

Knowledge of Microsoft Office and Excel; excellent interpersonal and organizational skills: possess a valid California Drivers License.

PHYSICAL REQUIREMENTS:

Lift and move up to 10 pounds; Stand, walk and sit frequently; bend and stoop occasionally. HH Employment is available to eligible people regardless of religion, race, color, national origin, sex or handicap.

Applicants: Please submit cover letter and resume' to apply for this position.