

## **Brunswick Commons Case Manager Job Ad**

**This part-time position is located in Grass Valley, California (a halfway point between Lake Tahoe and Sacramento).**

Hospitality House began as a shared vision in 2005 when concerned Nevada County citizens came together to help individuals struggling with homelessness. After operating as a nomadic shelter for eight years, Hospitality House opened its doors as an emergency shelter, Utah's Place, in 2013. It became the first and only permanent homeless shelter in Nevada County and remains the only general use emergency shelter today. Hospitality House plays a critical role in the community, offering emergency shelter, street outreach, food, clothing, job training, customized case management, mental health counseling, enrichment classes, transportation, recuperative care, pet-care, housing assistance, and homelessness prevention services.

Brunswick Commons is the latest addition to Nevada County's continuum of care, proving permanent supportive housing to members of our homeless community. If you share our vision of helping Nevada County residents return to housing with care and compassion, we invite you to join our team! The Brunswick Commons Housing Case Manager (PT) plays a critical role on the frontlines of addressing homelessness in our county. The ideal candidate brings a passion for helping others, experience working with vulnerable populations, and a can-do attitude.

### **POSITION SUMMARY**

Under the supervision of the Social Services Manager and in coordination with the full-time Brunswick Commons Case Manager, the part-time Brunswick Commons Case Manager is responsible for team-oriented, case management of all Brunswick Commons, Hospitality House residents which focuses on housing placement and resource linkage.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### *Program Oversight*

- Works with the Brunswick Commons Team to assess resident needs as they pertain to housing unit assignments.
- Creates personalized housing plans focused housing retention and the physical/mental well-being of residents.
- Offers emotional and practical support during the housing search process.
- Makes recommendations for the continuation of or change in housing services.
- Maintains the highest standards of confidentiality of resident information.
- Arranges transportation for residents and encourages attendance for all appointments.
- Documents and records all case management activities as appropriate; prepares required reports.

- Ensures all case management progress is regularly documented into the Homeless Management Information System (HMIS).
- Serves as liaison between Hospitality House and the Regional Housing Authority, other Nevada County/Grass Valley/Nevada City social services/public safety agencies, and other Community Partners.
- Attends and participate in one-on-one meetings with supervisor, weekly staff meetings, monthly all staff meetings, and team building gatherings.
- Shelter and Sierra Guest Home duties as assigned.
- Other duties may be assigned.

### **BUSINESS NECESSITY**

The needs of Hospitality House may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted, and work is accomplished, with minimal or no advance notice to employees. Accordingly, the employee must be capable of adopting with minimal or no advance notice, to change in how business is conducted, and work is accomplished, with no diminishment in work performance.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (B.A.) or equivalent from a four-year college or technical school; or three to five years related social work and/or non-profit program management experience and/or training; or equivalent combination of education and experience. Human services experience dealing with issues unique to homelessness, substance abuse, mental health, and physical disabilities preferred. Specific knowledge and experience with Twelve Step philosophy, addiction and recovery is also preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of volunteers, shelter guests and employees of the organization.

### **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of: Database Software (HMIS preferable); Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Gmail); Presentation software (PowerPoint).

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current vehicle insurance and a valid CA state driver's license.

### **OTHER SKILLS, ABILITIES, AND QUALIFICATIONS**

- Six months to 1 year-experience providing direct social work and/or case management experience to at-risk, homeless and/or mentally ill people, including at least one-year training and supervising the work of staff.
- Has exceptional people skills.
- Possesses a natural ability to show compassion and empathy while also being firm, fair and consistent in upholding the rules of Hospitality House.
- Uses a computer to access, input and retrieve work-related information and to prepare written documents.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate to high with high levels of distraction.

Job Type: Part-time

Pay: \$28.00 - \$30.00 per hour