

Front Steps – Job Posting

Job Title: HHSP Case Manager Employment Status: Temporary/Full-time Exempt

(40 hours per week)

Department: Programs/Housing **Salary:** Commensurate with experience

Reports directly to: Housing Program Manager

Interested candidates should send a resume and cover letter to resumes@frontsteps.org

Posting Period: Open until filled

Funding Source: This is a temporary position funded by a City of Austin grant from May 2012 to September 2012 with the possibility of an extension.

Position Summary:

The HHSP Case Manager provides housing stability services for clients needing rapid re-housing and homelessness prevention assistance, which includes financial assistance and limited case management, such as but not limited to: 1) one time rent/mortgage and utility assistance; 2) short term rent/mortgage and utility assistance, rental deposits, rental arrears; and 3) past due utility bills. The HHSP Case Manager is responsible for maintaining accurate financial assistance records, service delivery records and evaluation and reporting requirements.

Duties, Functions, and Responsibilities:

- Screen and assess potential participants' needs and determine eligibility for housing assistance.
- Provide short-term case management services to individuals and families with the goal of housing stability and long-term self-sufficiency.
- Maintain excellent documentation of program eligibility, income verification, weekly financial reports, and service delivery client files.
- Consult weekly with Housing Program Manager on grant progress, financial assistance delivery, and service delivery.
- Collaborate with partner housing stability agency on grant progress, appropriate referrals, and services.
- Travel to and from site visits, case management home visits or appointments.
- Link clients with community and mainstream resources as needed.
- Collect and report mandatory client information, housing goals and service delivery in the Homeless Management Information System

Minimum Qualifications:

- Associates or Bachelor's degree in Social Work or related field. Professional experience in the field or a related field may be considered in lieu of formal education.
- Knowledge of local community resources.
- Strong computer skills; including word processing, database, and internet.
- Effective organizational, financial record keeping and time management skills
- Reliable transportation
- HMIS (Homeless Management Information System), Service Point or other related homeless tracking data base experience
- Valid Texas State Driver's License, state approved vehicle insurance, and a good driving record.

Preferred knowledge, skills, and abilities:

- Bilingual (Spanish and English)
- Background working with individuals experiencing homelessness or experiencing a housing crisis.