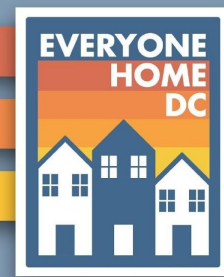


**HOUSING IS OUR STARTING POINT**

**SEEING PEOPLE THRIVE**

**IS OUR FINISH LINE**



### **Case Manager, Family Permanent Supportive Housing Program**

**Job Title:** Case Manager  
**Department:** Family Permanent Supportive Housing Program  
**Reports To:** Program Manager  
**Status:** Non-exempt  
**Salary Range:** \$45,000 - \$48,0000 annually

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily a day shift position but may need to work varied hours to include overtime, as business needs dictate.

#### **SUMMARY OF POSITION:**

The Case Manager will provide assistance to families in Everyone Home DC's Permanent Supportive Housing program through intensive case management, community referral linkages, substance abuse prevention, management of mental health issues, and providing support in building life skills and attaining short and long term goals. The Case Manager will also spend time visiting clients in scattered site housing units, primarily in DC's Ward 7. The position must be staffed by a dedicated individual comfortable operating as a team member, who is service-oriented and committed to working in a professional environment with at-risk communities.

#### **RESPONSIBILITIES & DUTIES:**

- Conduct client intake and needs assessments.
- Develop comprehensive housing stability and case management plans with participating families.
- Work with individuals to set client goals and implement strategies to meet goals. Track and report on progress of goals regularly.
- Meet bi-weekly with clients in the office and in their homes.
- Maintain client data in the Homeless Management Information System (HMIS) and report regularly on client progress and goal attainment.
- Assist in processing lease agreements with landlords, families, and contractors.
- Actively network with the community service providers and other partner agencies to locate programs and resources to assist families.
- Attend program meetings, case review, all-staff meetings, and serve on special Everyone Home DC committees.
- Participate in on-going training and professional development opportunities.
- Other relevant duties as assigned.

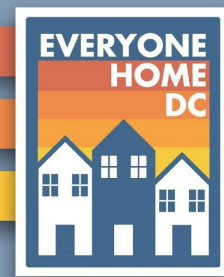
#### **QUALIFICATIONS:**

- Bachelor's degree in social work or related field preferred; or 2-5 years of relevant experience working with individuals or families experiencing homelessness or poverty.
- Familiarity with DC's social service providers and public benefits programs preferred.

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- Excellent written/verbal communication skills.
- Exceptional ability to multi-task and excellent organizational skills. This includes problem-solving, time management, and the ability to follow through on projects and meet deadlines.
- Excellent case management skills with a proven track record of success.
- Ability to maintain confidentiality of highly sensitive information.
- Ability to learn computer software programs, and enter and maintain accurate data/information in appropriate platforms.
- Ability to work in a team-oriented environment and to work independently with minimal supervision.
- Strong capacity to build relationships with a diverse range of clients, colleagues, and community members.
- Demonstrated respect and appreciation for diversity based on race, class, ethnicity, religion, gender, sexual orientation, and gender presentation, and ability to work with a highly diverse group of clients, co-workers, and colleagues.
- A valid driver's license and a motor vehicle are required for this position.

#### HOW TO APPLY:

This position is available immediately. Applications will be reviewed on a rolling basis until the position is filled. Please send a cover letter, resume, and three professional references to [hr@everyonehomedc.org](mailto:hr@everyonehomedc.org). Indicate **"Case Manager - Family Permanent Supportive Housing Program"** in the subject line. **Only complete applications will be accepted.** No phone calls, please.