

**HOUSING IS OUR STARTING POINT**

**SEEING PEOPLE THRIVE**

**IS OUR FINISH LINE**



**JOB ANNOUNCEMENT**  
**Case Manager, Family Rapid Re-Housing**

**Job Title:** Case Manager

**Department:** Family Rapid Re-Housing (FRSP)

**Reports to:** Program Manager

**Status:** Non-Exempt

**Salary Range:** \$45,000 - \$47,000 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 require varied hours to include overtime, as business needs dictate.

**SUMMARY OF POSITION:**

Everyone Home DC's Family Rapid Re-Housing Program provides short-term rental and utility assistance to families experiencing homelessness in DC. Families work with Rapid Re-Housing case managers to set goals for greater housing and economic self-sufficiency. The Case Manager will provide direct services to clients of Everyone Home DC's Family Rapid Re-Housing program (FRSP). The Case Manager will provide intensive case management and supportive services to homeless families transitioning out of emergency shelter into apartments of their own. The Case Manager will also spend time visiting clients in scattered site housing units in DC, assisting with community referrals, substance abuse prevention, management of mental health issues, and providing support in building life skills and attaining short and long term goals. This position must be staffed by a dedicated individual who is service-oriented, a team player, and committed to working in a professional environment with at-risk communities.

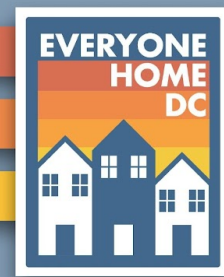
**RESPONSIBILITIES & DUTIES:**

- Conduct client intake and needs assessments.
- Develop comprehensive case management and treatment plans for participating families.
- Work with individuals to set client goals and implement strategies to meet goals. Track and report on progress of goals regularly.
- Conduct home visits with families, assess client needs, and make referrals as appropriate.
- Establish and maintain weekly meetings, based on client assessments.
- Assist in processing lease agreements with landlords, families, and contractors when needed.
- Network with community service providers and other agencies to locate programs and resources to assist families.
- Input and maintain client data into Homeless Management Information System (HMIS).
- Attend program meetings, case reviews, all-staff meetings, and serve on special Everyone Home DC committees.
- Participate in on-going training and professional development opportunities.
- Provide administrative and program support in the following areas: intake, client wellness, community

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building, documentation and special projects.

- Carry out all duties consistent with grant requirements and internal policies and procedures.

#### **QUALIFICATIONS:**

- Minimum of a Bachelor's Degree in a relevant humanities, social science, or a related field is required.
  - Candidates with a Bachelor's in Social Work or Master's in Social Work degree are required to be licensed and in good standing at their respective level.
- Minimum of 2-5 years of relevant experience working with individuals or families experiencing homelessness or poverty within the homeless continuum of care is preferred.
- Crisis management experience is preferred.
- Excellent English language verbal and written communication skills.
- Bilingual English/Spanish speakers or Spanish language written/verbal communication skills at a professional working proficiency are preferred.
- 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, and demonstrated professionalism, reliability, and responsibility.
- 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 expressing your interest, resume, and three professional references to [hr@everyonehomedc.org](mailto:hr@everyonehomedc.org). Indicate **"Family Rapid Re-Housing Case Manager"** in the subject line. **Only complete applications will be accepted.** No phone calls, please.