

Beyond Shelter Job Description

Job Title: Case Manager

Program: Homelessness Prevention and Rapid Re-Housing (HPRP)

Reports To: Supervisor, HPRP program

FLSA Status: Non-Exempt

SUMMARY

On February 17, 2009, the American Recovery and Reinvestment Act (ARRA) also known as the “Stimulus Bill” or the “Recovery Act” was signed into law. Beyond Shelter has received funding for HPRP and is hiring a program coordinator for its Long Beach Rapid Re-Housing Program. The HPRP is a 2.5 to 3-year program; as a result, this position is expected to sunset in August 2012. The program’s goal is to assist persons affected by the economic recession to maintain their housing or move into permanent housing as quickly as possible. The program will provide financial assistance (rental subsidies, utility payments, storage assistance, hotel/motel vouchers and moving assistance) and stabilization services to eligible program participants. The Case Manager provides transitional support and case management services to participants enrolled in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Schedule and conduct needs assessments for program participants, develop clearly written individualized service plans based on the assessments and submit to Program Supervisor for program approval.
2. Review, process, and submit to Program Supervisor applications, check requests and invoices for financial assistance including security and utility deposits as well as rental subsidies and utility costs.
3. Prepare one consolidated cash request for submission to Program Supervisor by the deadlines prescribed for the program.
4. Work with the housing specialist to coordinate participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to Program Supervisor.
5. Upon move into permanent housing, be the primary liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments.
6. Maintain, update and track and monitor program information such as participants, expenditures, and assistance type in a timely manner through various tools i.e. Master Log, Client Log, Motel Voucher log etc.
7. Document and maintain up-to-date information on services provided and funds spent in the Homeless Management Information System (HMIS).

8. Provide case management services which include but are not limited to the following activities: providing appropriate resources, tools, and counseling to assist participants in achieving their case plan goals; making referrals for services and following up to ensure that the referrals were completed; and tracking and documenting participant progress.
9. Participate in case management meetings and attend staff trainings as required.
10. Maintain electronic and hard copy case records.
11. Prepare and submit program reports as needed, such as Quarterly Performance Reports (QPR) and Annual Performance Reports (APR) to submit to the entitlement city.
12. Distribute subsidy checks to property managers and utility companies as needed.
13. Schedule meetings with referring agencies to explain HPRP protocol and Housing and Urban Development (HUD) guidelines in determining program eligibility.
14. Perform other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree (B.A.) in social work or related field.
2. Three to five years experience working in the field of homelessness.
3. Effective verbal and written communication skills.
4. Effective time management and communication skills.
5. Proficient use of computers, Microsoft Office and any other database software(s) used to track service delivery.
6. Strong ability to effectively resolve and cope with immediate conflict and/or crisis situations.
7. Ability to develop relationships with a wide variety of services stakeholders such as schools, health, and welfare agencies.
8. Knowledge of community resources available in various neighborhoods.
9. A valid CA driver's license, and clean driving record.
10. Fluency in Spanish strongly preferred.

Please send resume and cover letter to:
hr@beyondshelter.org