

CHRISTIAN CHURCHES UNITED
JOB DESCRIPTION

TITLE: Rapid Rehousing Case Manager

REPORTING

RELATIONSHIP: Reports to the Program Director of HELP Ministries

PRIMARY

WORK PLACE: HELP Ministries Office, 413 S. 19th St., Harrisburg, PA

PURPOSE OF

POSITION: To provide housing identification, needs assessment, and ongoing case management services to homeless households eligible for rapid rehousing funding.

CLASSIFICATION: Part-time: 25 - 29 hours/week; non-exempt

PRIMARY RESPONSIBILITIES:

- Assess the strengths and needs of homeless households in order to help them achieve housing stability.
- Build positive relationships with local landlords to assist clients in locating affordable housing.
- Provide referrals and assist with applications to mainstream benefit programs and other community resources to assist clients in reaching their goals
- Maintain frequent contact with clients to maintain an up-to-date case management plan.
- Be available to assist in the resolution of crises that could threaten a client's housing stability.
- Maintain all appropriate files and forms.
- Complete program reports
- Develop and maintain appropriate contacts with other homeless service providers and social service agencies.
- Develop procedures in concert with Program Director to accomplish program goals.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in human services or related area with at least one year human services experience or high school diploma with at least two years human services experience.
- Experience working with low-income and/or homeless families.
- Ability to work with households in crisis, providing both empathy and accountability
- Knowledge of mainstream benefits, employment programs, and other resources available to assist homeless persons in achieving housing stability.
- Ability to research housing options and assist households in finding affordable housing.
- Understand case plan development and case management.

- Be comfortable in visiting clients in shelters, at their homes, and supporting in the community to obtain any necessary services.
- Experience and interest in working with individuals from diverse cultural, ethnic, socio-economic and theological backgrounds
- Ability to work occasional evening and weekend hours as necessary to accommodate client schedules
- Physical ability to carry out the above duties is essential. This includes, but is not limited
 - to: Sitting or standing for extended periods of time (2 hours or more), reaching above shoulder height, bending, stooping and lifting up to 40 lbs.
- Acceptable Criminal background and child abuse history checks
- Possess valid driver's license and have reliable transportation.