

**Housing Case Manager**  
**Stewpot Housing Assistance Program**  
**Job Description**

The Housing Case Manager for Stewpot's Housing Assistance Program works closely with families as they build stability after experiencing homelessness. The Housing Case Manager reports to the Director of Housing Assistance and is expected to work an average of 40 hours per week fulfilling the responsibilities outlined below.

**Responsibilities:**

1. Provide professional-level service coordination and case management for families who have experienced homelessness and are transitioning to permanent housing, supporting them in adjusting to housing and building long-term connections to community services.
2. Develop and monitor family support plans to address problems/concerns and build on family strengths.
3. Link participants with services for mental/physical health, substance recovery, job training, education, and other vital services based on initial intake and ongoing assessments.
4. Perform weekly or bi-weekly home visits, based on need, to ensure families are reaching their desired goals.
5. Utilize motivational interviewing techniques to strengthen motivation for and movement toward client-specified goals.
6. Ensure that clients' needs are responded to in a timely manner
7. Develop and maintain an understanding of Fair Housing Standards
8. With the Housing Navigator, coordinate education for clients in the areas of tenant rights and responsibilities and coach clients on dealing with landlords.
9. Coordinate, prepare, and maintain required charting and documentation in a timely and thorough manner
10. Adhere to client confidentiality requirements and standards
11. Attend applicable trainings
12. Report regularly to the Director of Housing Assistance

**Qualifications and Key Competencies:**

1. A Bachelor's degree in Social Work (or a related field) from an accredited school and at least two years' experience in case management or similar work OR a minimum of six years' experience in case management or similar work.
2. Knowledge of Housing First principles is a plus.
3. Commitment to and ability to use holistic, client-centered approach.
4. Strong interpersonal skills.
5. Strong computer skills and some ease in learning new computer programs
6. Effective verbal and written communication skills

7. Strong and timely documentation and assessment skills.
8. Core competency in math and calculating rent/deposit share
9. Licensed and insured driver without history of moving violations.

This is a full-time, salaried position with benefits. Pay range is \$38,000 to \$43,000. Salary is commensurate with experience. Due to the nature of the work, some nighttime or weekend work may be required.

Job candidate for this position will be subject to a criminal background check and reference checks prior to the extension of a job offer.