Job Description: Housing Case Manager

Position Type: Non-exempt, part time with potential of full time
Salary Range: $22.00 – $25.00 hourly depending on experience
Location: In-office- Housing Solutions office, not remote

Mission and Vision Statement/History
Housing Solutions for the Southwest is a not-for-profit housing agency serving Southwest Colorado. Originally incorporated in 1981 as a community action agency, Housing Solutions currently focuses on housing needs as the cost of housing has exponentially outpaced the average wage in the region. The mission of Housing Solutions is “to lead the way in providing help, hope, and a seamless system of affordable housing services to our communities in Southwest Colorado.”

Position Summary:
The Housing Case Manager provides trauma informed care and ongoing case management to support vulnerable individuals and families obtain and maintain stable housing. The Housing Case Manager works together with clients to establish and achieve goals to address barriers that impact a person’s ability to remain housed including, access to resources, health and wellness, employment and education. The Housing Case Manager ensures timely data collection and entry to track progress and to submit required program reports, and actively participates in Coordinated Entry and other external and internal meetings. Reports to Programs Director.

Essential Job Functions:

Housing Case Management and Navigation
- Utilize the Housing First model and a strength-based assessment to assist participants develop and achieve goals.
- Provide and coordinate resources to assist participants to attain self-sufficiency, such as childcare, TANF, Medicaid, WIC, and all eligible mainstream benefits.
- Assist participants to attain employment, vocation and career counseling.
- Refer participants to integrated health services, including behavioral, physical health, optical and dental.
- Provide information on fair housing, safe housing, tenant rights and responsibilities and relevant community resources.
- Conduct home visits (at least one time per month).
- Assist with housing applications and appeals to obtain affordable housing.
- Provide landlord-tenant mediation and education
- Maintain and monitor program data and submit required reports.
- Ensure program compliance

Continuum of Care and Coordinated Entry for Southwest Colorado
- Actively participate in Coordinated Entry meetings to prioritize, select and case manage selected households and to stay informed of regional homelessness efforts.
Housing case management for youth

- Provide strength based housing case management for youth, age 18-24, with disabilities and history of housing instability
- Provide housing education and navigation with participants
- Maintain and monitor program data and submit required reports
- Participate in meetings with the State regarding housing programs for youth

Skills and Qualifications

- Training or experience providing Trauma informed care and utilizing the Housing First model
- Understanding and compassion for individuals of diverse cultures and backgrounds who are homeless or at risk of homelessness
- Ability to communicate effectively both orally and in writing
- Skilled in conflict mediation, de-escalation, negotiation and problem solving
- Demonstrated clear, professional boundaries
- Ability to work in a team environment
- Organized and self-directed

Education and Experience

- BA or BS Degree and 1 year of case management experience in providing direct services in a human services or health field; will substitute relevant years of experience and training for degree.
- Proficient with technology
- Ability to work in a fast-paced environment and effectively manage time.
- Must possess a valid driver’s License

How to apply: We encourage applicants from all diverse backgrounds to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

References: Must provide two references from a direct supervisor

Resume and cover letter are required for consideration. Please send to both: nschaufele@gmail.com and careers@sw housingsolutions.com.