



Bilingual Housing Case Manager

Title: Bilingual Housing Case Manager

Direct Supervisor: Housing Stability Programs Manager

Program: Housing Stability Program

Salary Range: \$21.00-\$25.00 per hour

Position Type: Full Time, non-exempt

Job Location: Brighton, Almost Home, Inc. main office.

Work Schedule: Monday, Tuesday, Thursday 8:30 AM-4:30 PM, Wednesday 8:30 AM-6:30 PM and Fridays 8:30 Am-2:30 PM. flexible schedule

About the Organization:

At Almost Home, we prevent and confront homelessness in Broomfield, Adams and Weld County through our Emergency Assistance Programs. Each of our programs are designed to make homelessness rare, brief or one-time. Our targeted services help members of our community develop skills and obtain resources to reach long-term self-sufficiency. As an agency, we are committed to our mission to empower self-sustainability by providing resource navigation, assistance, and guidance to those experiencing housing instability.

JOB SUMMARY

The Bilingual Housing Case Manager offers case management and essential services in English and Spanish to individuals and families in Adams County and Southern Weld County who are at risk of or experiencing homelessness. This role helps clients create personalized service plans to overcome obstacles to finding and keeping permanent housing and conduct community outreach to establish strong partnerships with service providers. Additionally, the Bilingual Housing Case Manager assists tenants in addressing and resolving potential evictions, provides emergency financial assistance, and develops housing stabilization plans to encourage self-sufficiency.

ESSENTIAL JOB DUITES

- Responsible for assessing the needs of clients experiencing challenges related to housing insecurity and linking them with internal and external resources in the community;
- Establish individualized case management plans with at-risk households to provide supportive services for housing stabilization. Services include advocacy with landlords, finding new housing, and emergency financial assistance. Provide self-sufficiency workshops for clients;
- Provide ongoing short term case management to households following housing stabilization to ensure success, these are office and at times community-based sessions;
- Provide referrals to any needed services including health, mental health, benefits, education and/or vocational training;
- Serve as an advocate or liaison for household with landlord and/or other community organizations;

May 21, 2026



- Client data entry and file compliance as required to meet contractual obligations. Data entry into the state HMIS data management system.
- Ensure timely and effective flow of communication between internal departments to ensure the delivery of quality services to the client;
- Translate English to Spanish documents as needed;
- Provide resource navigation during regular shifts at the Housing Navigation Center;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Human Services or comparable combination of education/work related experience required; Lived experience of homelessness.
- Experience in a social services setting with working knowledge of case management systems and planning techniques;
- Bilingual required in Spanish Required
- Experience working with individuals and families experiencing homeless is strongly preferred;
- Must be proficient in the following computer applications--Microsoft Word, Excel and Outlook;
- Experience with data entry and client documentation.
- The ability to maintain a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness.
- Knowledge of and familiarity with Trauma Informed, Harm Reduction and Housing First models of service delivery.
- Ability to network and build relationships; locate and develop housing resource contacts.

OTHER REQUIREMENTS

- Must have transportation to conduct job related travel.

WORK ENVIRONMENT

- Provide after hours on-call coverage through a rotating assignment.
- Ability to lift 15lbs

BENEFITS and COMPENSATION

Almost Home offers a competitive financial package with a flexible vacation policy, including a minimum of 14 paid holidays, as well as paid personal and sick time. Almost Home also offers a Simple IRA Retirement Plan with a 1% employer match.

Employees can choose from different comprehensive health plans, along with dental and vision coverage. The organization covers a portion of plan premiums. Benefits also include employer paid Life Insurance (Including Accidental Death & Dismemberment), as well as employer paid Short-Term Disability.

May 21, 2026



We are looking for stars who share our commitment to diversity, equity, and inclusion, along with our passion for our program participants. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

Equal Employment Opportunity Statement

Almost Home, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Almost Home, Inc. values diversity. All employment is decided on the basis of qualifications, merit and mission need.

How to Apply

Please email a cover letter and resume to Jeanette Martinez, Housing Stability Programs Manager, at jmartinez@almosthomeonline.org. Late and incomplete applications will not be accepted.

Due to a high volume of applicants, we will only be able to contact applicants that are being considered for interviews.