Housing Case Manager

**Title:** Housing Case Manager

**Direct Supervisor:** Homeless Prevention Program Director

**Program:** Homeless Prevention Program

**Salary Range:** $20.50-$22.00 per hour

**Position Type:** Full Time, non-exempt

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

**Work Schedule:** Monday, Tuesday, and Thursday 8:30 AM-4:30 PM, Wednesdays 8:30 AM-6:30 PM, Fridays 8:30 AM-2:30 PM. Flexible Schedule.

**About the Organization:**
At Almost Home, we prevent and confront homelessness in Adams and Weld County through our three Emergency Assistance Programs. Each of our three programs are designed to make homelessness rare, brief or one time. Our targeted services help members of our community develop the skills and obtain the resources to reach long-term self-sufficiency.

Our Homeless Prevention Program is our largest program where we seek to intervene in a housing crisis and provide the right level and intensity of assistance and short-term case management to prevent the household from becoming homeless in the first place. Research indicates that even short-term or modest financial assistance to cover rent, mortgage or utility expenses help households avoid entering homeless situations or homeless shelters. When we can divert someone from going into a shelter, that bed is available for someone else who may otherwise sleep on the street. Above all, it can prevent individuals and families from having to experience the trauma of homelessness.

Our programs save lives and ensure that our community has a resource to turn to when someone is experiencing one of the most stressful situations in their lives. As an agency, we are committed to our mission to promote self-sufficiency and provide assistance to those experiencing housing instability. Almost Home is committed to bring about real change and ensure that we can help everyone experience the dignity of having a safe and stable home regardless of socioeconomic status, race, or ethnicity.

**Summary of Responsibilities:**
The Housing Case Manager provides case management and essential services to individuals and families at risk of or experiencing homelessness in Adams County and Southern Weld County. The Housing Case Manager will provide individualized client support by helping each client develop a personalized service plan to address any barriers to obtaining and maintaining permanent housing. The Housing Case Manager will also perform community outreach to business owners, realtors, landlords, housing developers and other service providers to build strong relationships and identify new and existing opportunities to better assist clients in accessing resources, employment, supportive services, and housing opportunities in Adams County.

The Housing Case Manager assists tenants in the assessment and resolution of potential evictions and provides emergency assistance in the form of rental and/or utility financial assistance to prevent homelessness or resolve the housing crisis. The Housing Case Manager is responsible for developing housing stabilization plans with clients to help meet Almost Home’s overall mission to promote self-sufficiency and provide assistance to those experiencing housing instability.
Specific Duties include:

- 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 households most at-risk for entering the homeless system and provide those households with supportive services to stabilize their housing. Supportive services include but are not limited to advocacy with landlords to deter evictions, identifying new appropriate housing placements, and direct emergency assistance in the form of rental and/or utility financial assistance.
- Assist households to establish eligibility for subsidized housing.
- Provide self-sufficiency workshops for clients.
- Provide ongoing short term case management to households following housing stabilization to ensure success.
- 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.
- Client data entry 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.
- Other duties as assigned.

Knowledge and Skills

1. Passion for ending homelessness.
2. The ability to maintain a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness.
3. Knowledge of and familiarity with Trauma Informed, Harm Reduction and Housing First models of service delivery.
4. Ability to network and build relationships; locate and develop housing resource contacts.

Requirements

1. Bachelor’s Degree in Human Services or comparable combination of education/work related experience required; Lived experience of homelessness.
2. Experience in a social service setting with working knowledge of case management systems and planning techniques.
3. Experience working with individuals and families experiencing homelessness is strongly preferred.
4. Must be proficient in the following computer applications--Microsoft Word, Excel and Outlook.
5. Experience with data entry and client documentation.
6. Must have own transportation to conduct job related travel.
7. Bilingual preferred but not required.

BENEFITS
• Paid Holidays  
• Flexible Vacation Policy  
• Paid personal and sick time  
• Simple IRA Retirement Plan with 3% employer match  
• Health, Dental, and Vision Insurance  
• Employer Paid Life Insurance (Including Accidental Death & Dismemberment)  
• Employer Paid Short Term Disability

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 Leticia Portillo, Homeless Prevention Program Manager at lportillo@almosthomeonline.org by the close of business June 17th, 2022. 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.