



**Carolinan CARE Partnership is seeking a Housing Case Manager (Housing First Program).
Duties and Qualifications are listed below.**

**Qualified candidates should send a cover letter with their resume to:
tawannad@regionalhousingpartnerships.org**

Closing date: September 15, 2021

Job Description

Title: Housing Case Manager

Reports to: Housing Manager

Status: Full time, regular, exempt

Salary Range: \$42,000 - \$46,000

Housing Coordinator Purpose: The Housing First Housing Case manager is responsible for screening, enrolling and providing supportive services for eligible program participants in the agency's Housing First/HOPWA voucher program. The HCM will provide intensive Supportive to individuals and families living with HIV/AIDS and who have been chronically homeless and are referred through Coordinated Entry. The Housing Case Manager will also assure that the program remains in compliance with all federal, state and local rules and regulations, and achieves and exceeds the goals for the program.

Major Areas of Responsibility:

- A. Tenant-Based Rental Assistance and Supportive Services Program Management
 1. Review, screen and document client referrals for the program from the coordinated assessment process for the agency's HOPWA voucher program.
 2. Complete enrollment and documentation process for eligible clients in the program.
 3. Gather and submit relevant documents to determine income, rent calculations, and rent reasonableness.

4. Develop and implement activities to assist eligible program participants in a seamless approach in locating, securing, and maintaining rental units.
5. Develop a written client-specific housing service action plan to assure for clients housing sustainability.
6. Adhere to the Supportive Housing Guidelines that includes client placement into permanent housing.
7. Adhere to all Housing First principles.
8. Interact with property managers to assist client with completion of all necessary documents.
9. Coordinate and make referrals to mainstream resources for vocational job training, employment referrals, life-skills development and other services leading to self-sufficiency, independent living and sustaining permanent housing.
10. Assure for the availability of other support services such as housing counseling, substance abuse treatment and mental health counseling, if needed.
11. Conduct regular twice - monthly home visits at the program participants' residences and monitor the condition of the unit and any situation that would jeopardize their housing stability.
12. Comply with all requirements, rules, regulations and goals of the grant programs.
13. Complete and submit all progress notes in accordance with agency policy.
14. Conduct ongoing assessments of the permanent supportive housing assistance required by participants in the program, including annual assessments of their housing situations.
15. Interact with HIV case managers and others involved in assisting clients.
16. Assure client is linked to, and maintained, in medical care and treatment.
17. Develop and implement mechanisms to always assure that clients' confidentiality is protected
18. Develop and maintain professional working relationships with new and existing property managers and maintain communications on a regular basis.

Qualifications:

- The Housing First Housing Case manager will have core competencies that include having a strong skill-set for outreach and being able to engage effectively with clients. The person will have experience with assisting clients in developing and/or enhancing life skills that will support their ability to succeed in permanent housing. The Housing First Housing Case manager will

possess a strong knowledge of community resources and the ability to assist clients in accessing them, as needed. Finally, the Case manager will have the proper knowledge, attitude, and expertise to work with individuals and families who are homeless or chronically homeless.

- Four-year college degree and/or three years experience working in housing or related field. Proficient in working with a personal computer (Word and Excel). Ability to develop and maintain tracking record of work activities. Ability to work within, and adhere to program regulations. Ability to provide services to individuals with diverse backgrounds. Excellent oral and written communication skills. Ability to interact professionally with staff, board members, committees, agencies, property manager, and the general public. Ability to exercise good judgment, handle confidential issues, and work with the agency's other team members.
- Experience in providing counseling to low-to-moderate income individuals or families; possess evaluation skills for assessing community needs; demonstrated ability to work independently as well as part of a team; excellent writing, reporting, speaking and listening skills; ability to work well with committees and community agencies.
- Possess valid driver's license and have reliable transportation.

Working Relationships with Others: The Housing Case Manager interacts with federal funders, Carolinas CARE Partnership staff, volunteers and board members, members and potential members of the Coalition, members of the general public, and an evaluation team.

Equal Employment Opportunity: At CCP, our mission is to seek justice through health and housing. The communities we serve are diverse and we celebrate and encourage diversity in our staff. We recognize that inclusive teams make the strongest teams and we encourage people from all backgrounds to apply, especially BIPOC, women, members of the LGBTQIA+ community, and people living with HIV.