

**Job Title**

Case manager / Housing Locator

**Job Type**

Full Time

**Job Description**

Provide case management to the at-risk households in Pike County. Conduct telephone intake interviews with prospective households to determine program eligibility, develop housing plans with clients and assist in securing housing, employment, job training; assist guests with social service needs, referring them to other organizations as appropriate. Qualifications: enthusiastic individual with good judgment, good work ethic and compassion for others. Bachelor's degree in social work or social services field, previous experience in housing field preferred. Send resume to [RRuiz@PikePa.org](mailto:RRuiz@PikePa.org)

**General Duties**

- Screen and assess for housing situation and offer supportive services to address identified crisis issues.
- Complete all required intakes and assessments following comprehensive guidelines and agency policies for content, format and timeliness.
- Establishes rapport with clients and obtain documentation the essential data as required by program funders and agency.
- Gather and interpret documentation and data to substantiate eligibility for services.
- Provide referral recommendations and assist client in identifying individual and immediate goals.
- Utilize appropriate crisis intervention techniques for client stabilization.
- Provide appropriate referrals for client stabilization.
- Develop and documents appropriate safety plan.
- Utilize motivational interviewing and other professional techniques to assess need for crisis interventions and supportive services.
- Remain current on knowledge of area resources relevant to agency and client needs.
- Data input and maintenance utilizing the Homeless Management Information System (HMIS) database and other spreadsheets as needed.
- Compile and analyze data to provide monthly reports to Supervisor and Executive Director.
- Completes all required contact logs according to agency guidelines, policies and procedures regarding format, content and timeliness using language that is respectful, clear and descriptive, concise and client – centered and accurately depicts the scope of work and interventions provided.
- Conduct landlord outreach activities in order to build relationships, answer questions and create partnerships with landlords, realtors, property managers, and other entities who can make potential units.
- Perform housing quality inspections on units to prior to placements of tenants.

- Negotiate lease terms, utility deposits, security deposits, and move -in fees. Work with landlords to reduce or eliminate as many barriers as possible.
- Assist clients with the completion of applications, survey the rental market for affordable housing placement opportunities, and advocate to prospective landlords on behalf of prospective tenants.

#### Core Competencies

- Excellent organization
- Strong computer skills
- Ability to work both under supervision and independently.
- Representation of the department in a highly professional manner always.
- Ability to establish and maintain effective working relationships.