



Poverello House

NAOMI'S HOUSE CASE MANAGER

Salary, Hourly \$15.00 per hour

Position Summary:

This position will be responsible for providing comprehensive case management, advocacy, community-based resource referrals, and crisis intervention for clients. This position is required to provide support to the intake specialist. This position will also regularly meet with program participants to evaluate needs, provide support, establish goals, and assess progress.

Essential duties and responsibilities:

- Provide case management services, review current diversion tactics, implement housing and supportive plan, and conduct client assessments consistent with program requirements within 24 hours of intake.
- Implement new diversion tactics for the client if necessary
- Gather required client documentation and perform timely data entry, complete progress notes, and case contact summaries into HMIS system.
- Leverage internal systems and grant funds to connect clients to a continuum of services.
- Provides case management services, including but not limited to supportive counseling, crisis intervention, mentoring, and education.
- Meet with assigned clients at least once per week.
- Evaluate and adjust case plan goals within 30 days if clients are not placed in housing.
- Conduct and interpret client pre- and post- strengths-based needs assessments and outcome matrix.
- Maintains current knowledge of the community and financial resources for appropriate client assistance and/or referral. Assists with forms completion to obtain available services.
- Attend community meetings and outreach events
- Transport clients when necessary

If interested in the position, please send a resume to PovHR@poverellohouse.org.

No Phone Calls Please