



Poverello House

Naomi's House Case Manager

Position Summary:

Case Manager's are responsible for providing comprehensive case management services, advocacy, community-based resource referrals, and crisis intervention for clients. Case managers are required to provide support to the intake specialist and the case management team. Case Manager's also maintain weekly meetings 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
- Coordinate and partner with community resources to promote well-being and self sufficiency
- Maintain a working knowledge of available community resources
- Gather required client documentation and perform timely data entry, complete progress notes, and case contact summaries
- Enter data into the Homeless Management Information System (HMIS) and Poverello House tracking systems
- 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 outcomes
- Transport clients to appropriate services, as needed
- Provide support to case managers as directed
- Attend meetings as scheduled
- Other duties, as relevant and assigned by Management

Qualifications:

- Must have the ability to be insured for driving purposes
- GED or High School diploma is required
- AA degree in social work or human services-related field preferred.
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Ability to manage and prioritize multiple tasks under pressure
- Ability to work independently or as a member of a team

**If interested in the position, please send a resume to PovHR@poverellohouse.org
No Phone Calls Please**