



# Poverello House

## Job Description

**Title:** Rehabilitation Program Housing Stability Case Manager

**Hours:** Full-time (Non-Exempt)

**Reports To:** Director of Rehabilitation

**Purpose:** Housing Stability Case Managers play a pivotal role in assessing, planning, implementing, and evaluating individuals' health and housing needs. They collaborate closely with various agencies to identify suitable options and services for participants, ensuring they receive the necessary support to maintain stable housing. Additionally, they facilitate transportation to appointments and conduct home visits as part of their responsibilities.

### Job Responsibilities and Duties

- Collaborate with the Poverello House Rehabilitation Team and community partnering agencies to effectively address participant needs.
- Conduct comprehensive initial assessments and screenings of potential participants to discern their specific needs.
- Assist participants in securing immediate housing arrangements by connecting them with essential resources and support systems.
- Utilize available resources, including external agencies and social support networks, to prevent eviction and promote housing stability.
- Advocate for participants by assisting them in accessing benefits, negotiating with landlords, and effectively utilizing community resources.
- Foster positive relationships with providers, community partners, and other relevant agencies to enhance support networks.
- Work closely with participants to develop and refine personalized goal plans aligned with their individual objectives.
- Maintain regular communication and follow-up with housed participants, adapting support according to their evolving needs.
- Ensure all interactions with participants are person-centered, goal-oriented, and reflective of individualized goal plans.
- Make appropriate referrals to supportive services within the community and assist participants in navigating available resources.
- Utilize Substance Use Disorder (SUD) tools effectively and facilitate and help maintain effective NA and AA Sponsor relationships, as well as identify accessible NA or AA Homegroups.
- Document all client interactions accurately in the Apricot database, maintaining thorough paperwork and reports and upholding compliance with data standards and record-keeping protocols.
- Attend scheduled case management meetings and other relevant trainings to stay informed and enhance professional skills.
- Communicate professionally and effectively, both orally and in writing, with participants, families, colleagues, supervisors, and external service agencies.

- Provide ongoing support and guidance to help participants maintain housing stability.

### **Qualifications**

- Must possess a valid driver's license and be insurable for driving purposes.
- Flexibility in scheduling, including availability from 6 AM to 6 PM and occasional weekends, is required.
- A GED or High School diploma is the minimum educational requirement.
- An associate's degree in social work or a related field is preferred, with prior case management experience being advantageous.
- Proficiency in MS Office applications (Excel, Word, Outlook) is necessary for effective documentation and communication.
- Ability to work effectively with diverse populations and engage participants from various backgrounds.
- Strong communication skills, demonstrating professionalism, integrity, and empathy.
- Capable of working independently and collaboratively within a team environment.

### **Compensation**

- \$20.00/hour
- Grant Term: June 1, 2024 to May 31, 2027
- Medical – HMO & PPO Plans (Employer contributes 90%)
- Dental – (Employer contributes 90%)
- Vision - (Employer contributes 90%)
- Term Life Insurance, Short-Term Disability and Long-Term Disability Insurance, Employee Assistance Program (Employer contributes 100%)
- Voluntary Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity
- Retirement Plan (SIMPLE IRA) – (Employer matching up to 3%)
- 9 paid holidays + 1 floating holiday
- Vacation (starts at 2 weeks) and sick leave accrual
- California Paid Sick Leave (as permitted by State Law)
- Branded clothing provided
- Fully stocked breakroom for employees (snacks and beverages)

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto:PovHR@poverellohouse.org).

No Phone Calls Please

### **EQUAL EMPLOYMENT OPPORTUNITY**

Poverello House has a diverse workforce that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Poverello House does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Poverello House celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment.