

## Job Posting

September 17, 2019

### POSITION

Aftercare Case Manager, Atlas

### EMPLOYMENT TYPE

Full-Time, 35 hours per week

### SALARY

\$39,000-\$41,000, annually

### REPORTS TO

Assistant Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

As a City Family Homelessness and Eviction Prevention Supplement (FHEPS) provider, the Atlas program assists eligible clients at risk of entry to shelter and those already in shelter to secure permanent housing. The Aftercare Case Manager will be responsible for providing aftercare and community support assistance to households who are in receipt of the City FHEPS rental assistance subsidy. He/she will:

- Provide ongoing social services to program participants to secure long-term housing stability and prevent shelter entry or re-entry.
- Complete a full case assessment to determine the services to be rendered, develop and implement an individualized aftercare service plan that establishes goals and actions to promote independent living.
- Serve as point of contact for landlords and clients after clients move into new housing.
- Liaise with outside parties such as brokers, landlords, and shelter workers to explain the Atlas program.
- Coordinate services and activities to provide program participants with necessary tools to sustain stable housing.
- Monitor and evaluate program participants' progress on the implementation of their service plan.
- Provide referrals for clients to access public health benefits, education/training and entitlements
- Maintain accurate record keeping via case files and the internal program database.
- Ensure that program participants' rights are protected and responsibilities understood
- Perform other duties as assigned by the Atlas Program Director and Assistant Program Director.

### COMPETENCIES

- Bilingual English/Spanish a plus
- Experience working in non-profit organizations and commitment to social justice
- Excellent communication skills and ability to advocate
- Ability to work independently and collaborate with a team
- Excellent organizational skills and attention to detail

### EDUCATION EXPERIENCE

Bachelor's degree

### APPLICATION DEADLINE

October 4, 2019

### SUBMIT RESUME and COVER LETTER TO

Please send your resume and cover letter with the subject line: Case Manager to: Kesha Jagdeo, Director of Empowerment Services, [kjagdeo@riseboro.org](mailto:kjagdeo@riseboro.org)