

Job Posting

August 27, 2018

POSITION

Case Manager, Homebase Program

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$38,000 - \$40,000, annually

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Homebase Program is NYC premier homelessness prevention program. The community-based initiative assists households who are at-risk of shelter entry in order to resolve their housing crisis and lay the groundwork for self-sufficiency. The Homebase Case Manager position will be responsible for:

- Providing housing assistance and holistic case management services.
- He/She will provide ongoing social services to program participants to secure long-term housing stability.
- He/She: coordinates services and activities to provide program participants with necessary tools to sustain their housing and prevent homelessness; works with the client, household members, supervisors and supplementary staff to execute the service plan.
- Establishes goals and actions which address the immediate housing crisis and the underlying causes of the crises; monitors and **evaluates program participants'** progress on the implementation of their service plan.
- Conferences client cases with the Supervisor and Program Director and determines the necessity of financial subsidies.
- Prepares all necessary documentation to prepare in-house subsidy applications on behalf of the client.
- Provides referrals for clients to access community supports, public benefits and entitlements.
- Maintains accurate record keeping via case files and the designated computer database.
- Engages in the arrangement, coordination, monitoring and delivery of services to Homebase program participants.
- Ensures that program participants' **rights are protected**.
- Performs other duties as assigned by the Supervisors or Program Director.

COMPETENCIES

- Bilingual English/Spanish required
- 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



- Entrepreneurial spirit, ability to problem solve and build relationships

EDUCATION EXPERIENCE

Bachelor's degree required

APPLICATION DEADLINE

September 21st, 2018

SUBMIT RESUME and COVER LETTER TO

Mirtha Duran, Vice President, Empowerment at mduran@riseboro.org