

Job Posting

February 12, 2020

POSITION

Case Manager, Homebase Program

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

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

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Homebase Program is NYC's 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. The case manager:

- 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 preferred
- 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

Rolling

SUBMIT RESUME and COVER LETTER TO

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