Job Posting
May 14, 2020

POSITION
Case Manager, Homebase Program

EMPLOYMENT TYPE
Regular FT – 35 hours/week

SALARY
$42,000 - $46,000, 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
Empowerment@riseboro.org