Job Posting

POSITION
Case Manager – Steps from Home

EMPLOYMENT TYPE
Regular FT – 35 hours/week

SALARY
$42,000–46,000

REPORTS TO
Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Steps from Home program will assist homeless families and individuals who are residing at NYC shelters. The case manager will work with families and individuals to relocate them into permanent housing and establish a plan for long term housing stability. He/she will provide extensive transitional aftercare to clients, in order to facilitate a successful transition back in the community. He/she will:

- Outreach to homeless families residing in New York City shelters
- Manage a case load of 35+
- Assess prospective clients and determine eligibility for the program
- Develop relationship with landlords and brokers for successful relocation into safe and affordable housing
- Outline action plans that establish a path to permanent housing
- Facilitate applications for permanent housing subsidies and apartment relocation expenses
- Ensure access to NYC entitlements
- Coordinate access to in-house grants for housing relocation expenses
- Conduct extensive case management based on the client’s risk factors
- Conduct one-on-one budgeting and financial coaching sessions with clients
- Refer clients for services including job training, education, and financial literacy
- Ensure clients obtain housing within a limited timeframe
- Manage multiple deadlines in a crisis environment
- Participate in the ongoing development of the programs and center
- Other duties as required by your supervisor

COMPETENCIES

- A commitment to social justice and experience working for non-profit organizations
- Excellent communication skills and ability to advocate
- Traveling to various shelters will be required
- Ability to work independently and collaborate with a team
- Entrepreneurial spirit, ability to problem solve, build relationships, and a sense of humor
- Community residents and veterans strongly encouraged to apply
EDUCATION EXPERIENCE
Bachelor’s degree required

SUBMIT RESUME and COVER LETTER TO
Empowerment@riseboro.org