

Reach of Washington County

Housing Case Manager

Duties and Responsibilities:

- Conduct in-depth client intake, assess housing barriers and determine housing and service needs.
- Develop plan of action with client to resolve homelessness.
- Assist clients with accessing affordable housing.
- Create and maintain relationships with landlords, serve as a liaison between property managers/landlords and clients. Provide mediation and advocacy with landlords on client's behalf to maintain housing.
- Hold clients accountable for achieving goals in their action plan.
- Refer clients to community resources to gain support for goals and follow-up (mental health services, substance abuse, employment, medical, etc.)
- Develop and schedule workshops and outreach corresponding to the needs of clients.
- Prepare and maintain client stories for media, grants, etc.
- Maintain up to date documentation in HMIS.
- Complete necessary reports for board meetings and grants.
- Attend community meetings and CWS Coordinators Meeting
- Work in collaboration with all agency staff to facilitate a team environment.
- Manage an active caseload of 25+ clients.

Qualifications:

- Bachelor's Degree and 4 years experience working with hard to place clients.
- Experience working with clients with dual diagnosis, mental illness and substance abuse.
- In depth awareness of services in Washington County.
- Ability to build relationships with volunteers and community partners.
- Ability to work independently.
- Ability to use PC and MS office.

Resume and cover letter may be sent to Jill at jill@reachofwc.org