



Job Description
Transitional Housing Case Manager
Part-time

Please send resume to Jenny Boyer at jboyer@laurel-house.org
by September 29, 2017

Position Summary

This position will address the special needs of the adults and children in the transitional housing program of Laurel House working towards a smooth transition into permanent housing.

This position also represents Laurel House in the community by participating in community committee work, as requested, and/or as agreed upon, by the Executive Director and or Senior Director.

Reporting and Supervisory Relationships

Reports to: Senior Director

Supervisory responsibilities: none

Benefits as outlined in the Laurel House Personnel Manual for part-time staff members

Status: part-time, Hourly, Non-exempt

Hours: This position is part-time, based on 40 hours per week. The times of day and hours will vary.

Responsibilities:

1. Provide individual empowerment counseling and case management.
2. Interview and select program participants.
3. Gather and keep track of all client financial information.
4. Maintain accurate records of client payments and employment status.
5. Update financial information every 3 months.
6. Ability to work with both adults and children
7. Develop goal plans with clients and assist in follow-up with goals.
8. Advocate with other systems as necessary.
9. Develop and maintain cooperative working relationships with other county and community agencies.
10. Serve as a resource to former service recipients.
11. Implement outcomes measurements for the transitional housing program.
12. Complete necessary paperwork and records as required for statistical and reporting purposes.

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13. Maintain complete and accurate records on the status of all apartments and furnishings.
14. Other duties as assigned.

Required Skills and Experience:

1. BA/BS in human services field
2. One year or more experience in a related field
3. 40-Hours Domestic Violence Training Certificate
4. Criminal Check/child abuse clearance/FBI
5. Knowledge of effects of domestic violence on the victim and her/his family
6. Ability to work with individuals of diverse cultural backgrounds and beliefs
7. Ability to problem-solve
8. Ability to work flexible hours and adapt to change as needed

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, marital status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**

<i>My signature below denotes that I have read this job description and am in agreement with it.</i>		
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Employee Signature		Date
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Supervisor's Signature	Title	Date