

Employment Announcement Case Manager

JOB SUMMARY:

The Case Manager provides full wraparound case management and social services to clients staying in the Homeless Assistance Center emergency shelter. The Case Manager will assist clients in breaking the cycle of homelessness by rapidly obtaining permanent housing and accessing necessary stabilization services. The Case Manager will assist clients in locating and securing permanent housing as quickly as possible through outreach to landlords, property managers, realtors, public housing authorities, and permanent/supportive housing providers. The Case Manager will assess and help the client to develop a comprehensive housing plan that focuses on quickly transitioning the client into a stable housing placement. The Case Manager follows up on all service referrals and collaboratively works with the client to ensure they are educated and able to successfully transition out of the shelter to self-sufficiency. The Case Manager understands that Broward County follows a Housing First model and that all clients' experience with homelessness should be rare, brief, and non-recurring.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

1. Assesses client's immediate housing needs using the Strengths-Based assessment, and collaboratively develops a clinically sound housing plan with an express focus on a rapid transition to stable housing.
2. Meets with the client at minimum once a week to discuss client progress, service referrals, and follow-up on the implementation of the housing plan.
3. Educates the client about available community resources to promote stabilization and self-sufficiency and facilitates service referrals based on the needs identified in the client's housing plan.
4. Documents each client's progress towards housing plan goals in the electronic health records system, following the Agency's documentation standards and specified timeframes.
5. Establishes and maintains a collaborative relationship with local landlords, real estate agencies, and rental communities to help clients obtain permanent housing.
6. Interfaces with other staff and agencies to expand the agency's resource database, initiate referrals, and follow-up to ensure clients work towards a stable housing placement.



7. Efficiently manages an independent caseload of 30-35 clients and helps clients transition to stable housing as quickly as possible.
8. Facilitates weekly onsite workshops focused on helping clients learn skills, improve health, and foster interpersonal relationships, with the ultimate goal of fostering the client's ability to obtain and remain in stable housing.
9. Participates in multidisciplinary or other team meetings, in-service trainings, and other required meetings.
10. Complies with HIPAA Privacy Rules and communicates pertinent clinical information, with necessary client consents.
11. Generates specific activity reports in a timely manner and participates in the collection of clinical outcome data as directed by supervisory staff.
12. Maintains assigned client records as required by program policies and procedures.
13. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

MINIMUM QUALIFICATIONS:

Education/Experience: A Bachelor's degree in Social Work or related field with at least two years of related experience. Years of experience, if appropriate, may substitute formal education. Proficient in Microsoft Office with excellent oral, written, and interpersonal communication skills and knowledge of community resources preferred. Must possess a valid Florida Driver's License.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Case Manager works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing Broward Partnership.



Please e-mail cover letter and resume to: careers@bphi.org and include the job title of “Case Manager” in the subject line.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by federal, state, or local laws. We participate in E-verify.