



Housing Case Manager – Success Bridge

Our Mission:

- The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

- This position reports to the **Director of Programs and Services** and is responsible for providing case management for Columbus State Community College students in need of housing services through the Success Bridge program. Services include screening, intake, assessment, housing search and placement, home visits, and linkage to community resources. Case manager will operate as a member of the Beyond Housing team.

Key Responsibilities:

- Screening referrals and contacting clients to confirm or deny access to the program
- Conducting intakes and assessments; building a goal plan that is directed by the clients' expressed needs and wants
- Linking clients with master-leased units
- Working with community landlords to provide advocacy and rental assistance on behalf of clients
- Providing case management for approximately 20-25 clients at any one time, focusing on housing stability, decreasing barriers and increasing self-sufficiency
- Utilizing a strengths-based approach and focusing on building appropriate relationships with clients in order to help them be successful in reaching their goals
- Collaborating with partners on the Success Bridge team
- Learning about and staying current in regards to community resources that can assist clients
- Maintaining files and staying current with all required paperwork
- Entering client data into Columbus Service Point

Qualifications:

- Case management/direct service experience preferred
- Bachelor's degree in social work or related field preferred
- Extensive knowledge of community agencies and resources in and around Columbus
- Working knowledge of Trauma-Informed Care and Cultural Competency
- Ability to both take direction and work independently
- Congruence with agency mission and values required
- Demonstrated skills, knowledge and experience in the following areas required:
 - Ability to manage a caseload while also balancing administrative duties
 - Microsoft Word, Excel and Power Point
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to homelessness, affordable housing and education.
- Valid Ohio driver's license, proof of automobile insurance, and ability to pass a criminal background check required.
- Physical ability to lift and carry file boxes and supplies.

Significant Work Activities:

- Willingness and ability to travel as needed
- Completes other duties as assigned.