



Case Manager Housing Now for Homeless Families

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 Homeless Prevention** and is responsible for providing housing case management services for families who are unstably housed and/or at risk of homelessness. Housing services including intake, assessment, housing stabilization, advocacy, home visits, and linkage to community resources. The Case Manager will operate as a member of the Homeless Prevention team.

Key Responsibilities:

- Conducts intakes and assessments; builds a goal plan directed by the clients' expressed needs and wants
- Provides case management for approximately 15-20 clients at any one time; focuses on housing stability, decreasing barriers and increasing self-sufficiency
- Utilizes a strengths-based approach and focus on building appropriate relationships with clients in order to help them be successful in reaching their goals
- Provides advocacy and mediation with landlords, when necessary
- Locates and continually refreshes themselves with regard to community resources that can assist clients
- Maintains files and stays current with all required paperwork
- Works closely with team members and other staff within HFF to help meet clients' needs

Qualifications:

- Bachelor's degree in social work or related field preferred
- 2+ years' experience working with families with significant barriers required
- Case Management experience working with homeless populations required
- Extensive knowledge of community agencies and resources in Columbus/Central Ohio preferred
- Working knowledge of Trauma-Informed Care and Cultural Competency required
- Congruence with agency mission and values required
- Demonstrated skills, knowledge and experience in the following areas required:
 - Microsoft Word, Excel and Power Point
 - Ability to manage a caseload while also balancing administrative duties
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to homelessness, affordable housing and education.
- Valid driver's license, proof of automobile insurance, ability to drive an agency vehicle, ability to successfully pass a pre-employment drug screen, and ability to pass a criminal background check required
- Physical ability to lift and carry file boxes and supplies up to 25 lbs. occasionally required