



TAY Housing Case Manager

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 Transitional Age Youth (TAY) Services** and is responsible for providing housing case management services for homeless Transition Age Youth (age 18-24) including intake, assessment, housing search and placement, home visits, and linkage to community resources. Case manager will operate as a member of a Transition Age Youth team.

Key Responsibilities:

- Conducts intakes and assessments, then building a goal plan that is directed by the clients' expressed needs and wants
- Identifies landlords and provides advocacy for clients in regards to housing
- Provides intensive case management for approximately 10-15 clients at any one time, focusing 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
- Works with youth-focused partner agencies and HFF's TAY team to provide comprehensive services to clients
- Learns about and stays current in regards to community resources that can assist clients
- Maintains files and stays current with all required paperwork

Qualifications:

- Bachelor's degree in social work or related field preferred
- Extensive knowledge of community agencies and resources in and around Columbus
- Case Management experience working with homeless populations required
- Experience working with clients age 18-24 preferred
- Working knowledge of Trauma-Informed Care and Cultural Competency
- Ability to both take direction and work independently
- Congruence with agency mission and values required
- 2+ years' experience working with families with significant barriers 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 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