



Case Manager Homeless Services for Expectant Mothers

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 Services for Pregnant Women** and is responsible for providing housing stability services for pregnant mothers and their families. Housing services including intake, assessment, housing stabilization, advocacy, home visits, and linkage to community resources.

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