



## **Lead 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 coordinating referrals, providing housing case management services for families who are unstably housed and/or at risk of homelessness, serving as a resource for other Case Managers, and coordinating HMIS data entry for the team. Case manager will operate as a member of the Homeless Prevention team.

### **Key Responsibilities:**

- Coordinates with partner agencies to ensure a seamless referral process; screens internal referrals in a timely manner; allocates referrals to team members;
- Leads the teams' HMIS reporting efforts; ensures team data is entered correctly and in a timely fashion; coaches team on needed HMIS corrections; elevates HMIS data concerns to Director, when appropriate;
- Conducts intakes and assessments; builds a goal plan directed by the clients' expressed needs and wants
- Provides case management for clients; 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
- Previous experience with HMIS data entry required
- 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