

Job Description:

## **HOMEWARD BOUND PERMANENT SUPPORTIVE HOUSING CASE MANAGER**

### **GENERAL RESPONSIBILITIES**

The Homeward Bound Permanent Supportive Housing Case Manager is responsible for arranging supportive services for individuals and families who are living in permanent supportive housing in the Decatur area and are involved with the Homeward Bound Program. This position also assists persons involved in supportive services. Under the direction of the Homeward Bound Client Services Coordinator the Case Manager implements a system for delivery of services to clients in a manner that uses existing resources and that leads to improved self-sufficiency and retention of permanent housing for clients. Examples of such services include: housing, job training, employment, education, budget management, bankruptcy, legal matters, DCFS, personal counseling, independent living skills, health care, parenting skills, and substance abuse treatment.

### **EXAMPLES OF WORK**

Completes initial assessments of individuals and families to assess their needs in order to implement necessary services and treatment.

Assesses needs of persons and develops individualized case plans to lead them to greater self-sufficiency and retention of permanent housing.

Provides case management and supportive clients.

Works directly with Department of Children and Family Services to assist in the implementation of the reunification plan.

Works with domestic violence staff to develop and implement expedited housing plan.

Arranges for other agencies to provide direct services to clients.

Completes random drug screens for clients for case planning purposes.

Arranges for services for clients through Illinois Department of Corrections.

Completes daily log and reports for Illinois Department of Corrections.

Regularly attends taskforce meetings locally and statewide

Monitors provision of services by other agencies on a regular basis.

Conducts no less than weekly home visits and office appointments to review progress toward goals and revise plans as appropriate.

Completes documentation such as case noting to document progress of services and housing.

Accompanies clients to court and through the legal system.

Performs administrative requirements including forms, check requests, staffing cases, and general correspondence to appropriate agencies.

Enters data in computerized system for tracking progress of clients as they move toward self-sufficiency.

Attends and participates in all required Dove and Program specific meetings and events.

Performs related duties as required.

Understands and utilizes ethic values outlined in the Dove, Inc. Ethics Policy.

## **QUALIFICATIONS**

Applicants should have at least one-year successful experience, including volunteer work, in human services. An academic degree in related field may substitute for experience. Applicants should have or be capable of learning the following skills: counseling, crisis intervention, problem solving, case management, program planning, and time management. Applicants should be able to work in a cooperative team atmosphere, function smoothly under stress, and possess excellent communication and organizational skills. Applicants must be able to perform the following: Lift, and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. Prior to employment all employees are subject to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

## **SALARY AND BENEFITS**

The introductory salary range is from \$20,800 to \$23,400 per year with raises available each July 1<sup>st</sup> after the trial period based on merit and availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

## **WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. The Case Manager reports to the Homeward Bound Client Services Coordinator. A program office is located at 788 E. Clay. This position is funded through state and federal grants, and no promise of employment is made beyond the end of that grant period.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised April 2016