



POSITIVE CONNECTIONS JOB DESCRIPTION

Title: <i>Case Manager</i>	FLSA Status: <i>Exempt</i>	Shift: <i>8:00 am to 5:00 pm</i>
Reports to: <i>Director of Nursing</i>	Department: <i>Positive Connections</i>	Employment Status: <i>Full-time</i>
Supervisory Responsibilities: <i>No</i>	Location: <i>Belmont, NC</i>	Date Created/Last Evaluated: <i>June 20, 2022</i>

Salary: *\$37,000 to \$42,000*

Summary

The case manager will conduct assessments, develop individualized case plans, link families with community resources, conduct home visits, and provide case management services for clients in temporary, transitional and permanent housing. Will work collaboratively with other staff members to help clients achieve economic and social/emotional self-sufficiency and maintain permanent housing.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- *Bachelor's Degree in social work, human services or related field*
- *Valid driver's license and reliable transportation*
- *Ability to read and interpret documents such as leases, medical records, background checks, court documents and written directions*
- *Ability to write reports and develop presentations*
- *General knowledge and belief in the "Housing First" philosophy and strategies*
- *Willingness to obtain SOAR certification within the first 90 days*

Knowledge, Skills and Abilities

- *Knowledge of HIV/AIDS, the social determinant of health, housing and homelessness issues*
- *Must be proficient in Google Workspace and other presentation software programs.*
- *Excellent written and oral communication skills.*
- *Awareness and sensitivity to cultural differences.*
- *Ability to manage time, organize and prioritize work.*

Supervisory Responsibilities

N/A

Essential Functions

- *Provides case management and service coordination designed to assist clients in maintaining stable housing.*
- *Develops individualized case plans in collaboration with clients in areas of, but not limited to, daily living skills, money management, employment linkage, benefits establishment, linkage to substance abuse and mental health care, and all other service needs to assist clients in reaching goals.*
- *Assists clients in locating safe, affordable housing*
- *Provide crisis intervention as needed*
- *Ability to identify service needs and barriers*
- *Serves as a client advocate with third parties as needed*
- *Maintains required client documentation and progress notes*
- *Prepare presentations and conducts monthly outreach sessions*
- *Ensures privacy and maintains security of confidential materials pertaining to program materials and participants*
- *Additional, selected responsibilities or tasks to be performed from time to time may be required, as necessary*

Physical Demands & Work Environment

Requires inside work with occasional exposure to intermittent noise and other general office conditions. Requires frequent standing, sitting, walking, and driving of automobiles. Requires occasional long or irregular hours worked, especially during the production of special events. There will be outside work during some events, although of a limited nature. Must be able to lift, carry, push, pull or move objects (up to 20 lbs.) when needed. Must be able to lift up to 20 lbs.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.