

School Based Homeless Prevention Case Manager

JOB DESCRIPTION:

The Community Schools Housing Advocate is a full-time, non-exempt position responsible for case management, relocating displaced individuals, and resolving any issue a tenant may have with a landlord. The individual will work out of a network of MPS Community Schools to support families experiencing housing instability.

QUALIFICATIONS:

Strong knowledge and experience with tenant–landlord laws is required. This includes keeping abreast of any changes to local, state, and federal laws related to landlord–tenant law. Candidate must also have good oral and written communication skills. Applicant must also be able to work within the community independently and provide sound judgement within the community.

DUTIES:

- Assess housing needs for clients that are displaced or at risk of displacement
- Identify barriers to housing stability for the entire family
- Assist families with determining eligibility for mainstream resources
- Collaborate with Neighborhood groups to ensure integration of the program
- Develop a network of landlords that will participate in the program
- Maintain case files with sensitive information relating to clients
- Provide Advocacy services to individuals who are encountering housing related problems
- Conduct home visits as deemed necessary
- Continue to gain knowledge of changing resources in the community
- Identify gaps in services and work with partners to address those gaps
- Develop a list of community resources and regularly update that list
- As initiative around housing become available, participate in those initiatives (meetings, committees, etc.)
- Work closely with school social workers and participate in school-level team meetings
- Support community organizing efforts related to tenant advocacy.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in Human Service or a minimum of 4 Years of experience in related field
- Ability to work in diverse settings and provide culturally competent services.
- Excellent verbal and written communication skills.
- Knowledge of Microsoft Office software applications.
- Personal vehicle required, licensing and insurance required.

RATE OF PAY: \$33,280 — \$41,600 annually, depending on experience.

BENEFITS: Community Advocates compensation package includes health, life, short & long term disability insurance, employee-paid dental and vision; a 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid time off.

ADDITIONAL INFORMATION: Must undergo a background check and drug test.

HOW to APPLY: Send resume and cover letter to jobs@communityadvocates.net no later than Tuesday, November 12, 2019.