

## Project Bridge Case Manager I (Full-time)

### **DEADLINE TO APPLY:**

Monday, February 17th, 2020

To apply for employment at Community Advocates, send a resume and cover letter to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net)

**PURPOSE:** Project Bridge Permanent Housing program is a permanent supportive housing program that identifies and secures access to safe and affordable permanent housing for a target population of 100 individuals who have been chronically homeless and who have a mental illness and/or a dual diagnosis. Project Bridge is a Housing First program that uses engagement and harm reduction strategies to ensure a successful transition from life on the streets to stable and permanent housing. The role of Project Bridge Case Manager I is to provide maintenance and move-on support to an established caseload of low to moderate needs clientele.

### **ESSENTIAL FUNCTIONS/CAPACITIES:**

- Using the principles of Housing First and assertive engagement; manage a caseload of approximately 30 established and low-to-moderate needs individuals who have been chronically homeless and are living with a disability.
- Ensure continued housing stability through supportive bi-weekly in-home client visits; up to 70% of work takes place in the community or in clients' homes.
- Assist interested and prepared individuals locate, apply for and transition to non-program housing.
- Develop and monitor a care plan to address specific goals in the areas of mental health, physical health, AODA, social, legal, vocational, mainstream resources and income maintenance.
- Complete yearly paperwork as required by HUD including a plan of care, six-month review, and yearly assessment.
- Provide representative payee services to individuals receiving disability income via an agency trust account.
- Offer limited client transportation in personal vehicle as it relates to care plan objectives.
- Maintain weekly case notes and documentation as required.
- Work independently and successfully balance field and office work.
- Work as part of a cohesive team that occasionally requires caseload coverage for other team members.
- Participate in after hours on-call rotation on average one week every two months.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in human services related field required
- Car and Driver's License/Insurance required
- Three years' experience working with homeless persons preferred
- No convictions or license revocations that would fail a caregiver background check
- Excellent verbal and written communication skills; as well computer literacy in Microsoft Office Suite
- Respectfully work with people of diverse ages, races and backgrounds.

### **PHYSICAL DEMANDS:**

- The position requires driving, navigating stairs, bending, stooping and infrequent lifting up to 15 Lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 benefit time.

Annual wages are \$34,000.

***Community Advocates, Inc. is committed to affirmative action, equal opportunity, and the diversity of its workforce.***