

Family Ties

Case Manager- Youth/ Young Adult Transitional Housing Programs

Job Description

Reports TO: Director of Youth/ Young Adult Transitional Programs

Status: Non- Exempt 29 Hours- Part Time

Salary Range: \$18.56-19.89 Per Hour depending on experience.

Responsibilities: The Youth/ Young Adult Transitional Housing Case Manager is responsible for supervising the day-to-day resident activities of the Transitional Housing Facility. Program responsibilities are intertwined to include compliance with program rules, expectations, crisis response training, overall safety, security, and cleanliness of the facility. This position is guided by policies of management and training established by Executive Leadership Team and Grant funders.

Duties of Position

1. General

- a. Create safe and welcoming environment free of harassment, disruptive behavior, and health hazards. Adheres to Crisis training and implements training in all matters of case management as necessary to prevent harm reduction, safety policies and housing guidelines to ensure resident housing is maintained.
- b. Assist with check-ins of new and returning residents, process intakes, assessments, bag checks, implementation of rules and emergency procedures, resident rounds, and emergency procedures.
- c. Provides Excellent case management, data reporting, record keeping, assisting with daily, weekly and monthly life skills, financial budgeting workshops to increase income and employment goals.
- d. Records and reports any incidents or problems to supervisor.
- e. Categorizing inventory and donations received.

2. Fiscal Functions

- a. Assists Program Director in annual, quarterly and monthly budgets by daily quality control measures for donations and inventory.
- b. Assist with community fund raising and planned community events.

3. Monitoring/ Evaluation

- a. Supervision of Transitional Housing Residents
- b. Assist with revising statistical and case related forms

4. Planning Functions:

- a. Assist the coordination of Transitional Housing contractors, schools, local responders, community partners, and other referral agencies in the coverage area.

5. Direct Services:

- a. Provide client assistance in completing necessary documents for services.
- b. Act as a Liaison for Youth/ Young Adults in Housing and Drop In Center Clients.
- c. Provide On Call Coverage for the Agency Crisis Hotline as needed.
- d. Contact and coordinate with first responders and emergency medical services when needed.
- e. Participate in National, State, and Local Organizations concerned with Domestic Violence, Sexual Assault, and other Family Crisis Issues.
6. Additional Duties assigned by the Family Ties Executives Leadership Team.

Qualifications:

- High School Diploma or GED, College Experience or Background in Social Services or Mental Health desired.
- Must meet Background Check Requirements
- Microsoft Office Experience (Word, Excel, PowerPoint)