



Open Position (FT): Case Manager I - Housing

Position Summary:

The Housing Specialist assists with housing search and placement along with leveraging supportive services that will assist the participant household to maintain permanent housing.

Work involves orienting all eligible participants to the program and providing housing search and supportive services to promote participants' self-sufficiency, integration into the community, and permanency in housing; performing administrative tasks involved in the review and maintenance of a caseload of program participants.

Qualifications Required:

- Ability to understand and practice the mission of Camillus House.
- Education: Bachelors Degree in Social Work or related field or real estate experience.
- Language: Proficiency in oral/written English. Spanish preferred; additional languages a plus (i.e. Creole).
- Skills: Proficiency in computer (Word, Excel, other data collecting programs).
- Successful completion of Toxicology test and of Criminal Background Check.
- Successful completion of Department of Children and Families Level II screening.
- Valid FL Driver License with clean driving record.
- Requires knowledge and belief in "Housing First" philosophy and strategies.
- Excellent communication skills, particularly listening, mediation, and writing skills.

Qualifications Preferred:

- Possess strong organizational skills with ability to meet a demanding workload.
- Detail oriented to complete requirements of files and contract compliance.
- Knowledge or understanding of tenant's rights and responsibilities as well as "strengths based" case management.
- Concentrated record keeping, budgeting, and mathematical skills; ability to produce required reports to federal, state, and local government agencies and funding sources.
- Demonstrated knowledge of community resources, social service agencies, and landlords.
- Sensitivity to cultural and socioeconomic characteristics of population served.
- A commitment to empowering others to solve their own problems.
- A conviction about the capacity of people to grow and change.
- The ability to establish and set appropriate limits with persons served to help them gain skills and confidence.
- The ability to work collaboratively with other personnel and/or service providers or professionals.

Responsibilities:

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God's gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work toward creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Provides field-based case management services in the areas of, but not limited to: housing stabilization, money management, community integration, employment linkage, benefits establishment, linkage to community providers for services needed to assist clients in reaching the housing stability plan goals.
- Provide strengths-based case management and service coordination services designed to assist clients in obtaining and maintaining stable housing.
- Develops individualized housing stability plan in collaboration with client addressing short-term and long-term goals.
- Provide on-going case management support to assess progress and ensure case plan outcomes are met or changed as needed.
- Utilize evidence-based practices in service delivery such as Motivational Interviewing, Harm Reduction, Critical Time Intervention and Housing First Practices.
- Maintain documentation standards as set forth by the program contract and Camillus House polices, including maintaining HIPAA policies and practices.
- Documents all client encounters utilizing homeless management information system (HMIS) and other client information systems, within 24 hours of meeting with client.
- Complete intake, assessment, service plans in coordination with client and within documentation standards set forth by the program contract and Camillus House.
- Other duties as assigned.

Camillus House is an Equal Opportunity Employer