

DuPage Pads
Permanent Supportive Housing Program

Position title: Case Manager

Job Description: This position is responsible for coordinating and implementing Case Management services for program participants; working with landlords to insure housing is obtained and maintained; insuring payments of rents.

Reports To: Permanent Supportive Housing Coordinator

Supervises: n/a

Responsibilities (to be performed with or without reasonable accommodation):

1. Provide individual case management to participants; develop/modify transitional plans, contracts for sobriety, and employment plans.
2. Document clinical contact with clients daily and in weekly/monthly progress reports
3. Provide appropriate referrals to community agencies.
4. Provide housing support groups and workshops to help support participants goals.
5. Prepare and maintain accurate confidential case files, and contractual paperwork.
6. Act as housing liaison between tenants and landlords, collecting rents, attending to housing issues, coordinating moving of tenants in to and out of apartments.
7. Participate in weekly case management/supervision meetings and program meeting.
8. Provide phone coverage and/or response on weekend days and overnights.
9. Other duties as assigned by supervisor.

Knowledge, Skills and Abilities:

1. Excellent engagement skills
2. Effective written, oral and crisis intervention skills
3. Strong organizational skills with attention to detail
4. Ability to think conceptually and to be creative
5. Strong interpersonal skills
6. Problem solving skills
7. Ability to plan and analyze
8. Ability to work independently and work as part of a team
9. Computer literacy in Microsoft Word and Excel
10. Knowledge of issues related to homelessness and poverty

Qualifications:

1. Bachelor's degree in Social Work or related field; CADIC preferred.
2. Must have minimum of one-year experience working with homeless or similar population
3. Experience working with MISA (mentally ill/substance abuse) population is preferred.
4. Experience in field of housing related activities is a plus.

Other:

1. Flexible hours required
2. Ability to provide intermittent emergency phone coverage and/or response during weekday evenings and overnights
3. Provide own transportation

Classification Status: Full-time Exempt

To apply, please email your resume to cboydadden@dupagepads.org, listing "Permanent Supportive Housing Case Manager" in the subject line.