

Employment Opportunity

Position: Interim Housing Case Manager

Summary: This position is responsible for intake, assessment, case coordination and referral services; coordinating Interim Housing assistance; providing crisis interventions, and advocacy and education on behalf of clients and related issues.

Reports To: Interim Housing Director

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

1. Provide screening and intake of program participants who use the Interim Housing system.
2. Provide appropriate referrals to community services.
3. Document and report any hospital calls or emergencies to the Interim Housing Director.
4. Provide education and advocacy on behalf of agency programs, services, and clients with volunteers at Interim Housing sites.
5. Provide required program forms and information to the Interim Housing Coordinator or office staff according to expected deadlines.
6. Maintain nightly information log for the Interim Housing Coordinator and insure adequate site supplies are provided.
7. Attend and actively participate in all required meetings.
8. Other duties as assigned by supervisor.

Knowledge, Skills and Abilities:

1. Excellent engagement skills.
2. Effective written, oral, and crisis intervention skills.
3. Ability to work independently and work as part of a team.
4. Knowledge of issues related to homelessness, poverty, and mental health.
5. Strong interpersonal skills.
6. Problem solving skills.
7. Computer literacy in Microsoft Office.



Qualifications:

1. **Bachelor's degree preferred, or equivalent work experience.**
2. Strong customer services focus with a positive attitude.
3. CADC or CARS Certification preferred.
4. Experience in issues related to homelessness, poverty, and mental health preferred.

Other:

1. Evenings and weekends required.
2. Must be on call during times the Interim Housing sites are open.
3. Provide own transportation.

Classification Status: Part-time non-exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Interim Housing Case Manager" in the subject line.