

## Employment Opportunity

**Position:** Interim Housing/Outreach Case Worker

**Summary:** This position is responsible for intake, assessment, case coordination, referrals, crisis intervention, advocacy and engagement to unsheltered individuals and program participants who use the Interim Housing system.

**Reports To:** Interim Housing Director

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

1. Operates within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
2. Work in teams of two to engage and provide outreach, crisis intervention, and assessment and case coordination to unsheltered individuals.
3. Monitor and act on community reports of unsheltered individuals.
4. Assist with transportation to Interim Housing sites and/or various places when deemed appropriate.
5. Establish relationships with community police departments, libraries and community organizations for purposes of identifying individuals who need services.
6. Provide screening and intake of program participants who use the Interim Housing system.
7. Provide appropriate referrals to the Client Service Center.
8. Engage with program participants to build relationships to help move them to the next level of service.
9. Document and report any hospital calls or emergencies to the Interim Housing Director.
10. Engage with program volunteers to insure overnight site operations.
11. Provide education and advocacy on behalf of agency programs, services, and clients with volunteers at Interim Housing sites.
12. Provide required program forms and information to the Interim Housing Director and/or office staff according to expected deadlines.
13. Maintain nightly information log and required data entry according to expected deadlines.
14. Attend and actively participate in all required meetings.
15. 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 think conceptually and to be creative.
4. Strong interpersonal skills with attention to detail.
5. Problem solving skills.
6. Ability to plan and analyze.
7. Ability to work independently and work as part of a team.
8. Knowledge of issues related to homelessness, poverty, and mental health.
9. Computer literacy in Microsoft Office.

**Qualifications:**

1. Bachelor's degree in Social Work preferred, or equivalent work experience.
2. Strong customer service focus/ 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 assigned scheduled Interim Housing site is open.
3. Provide own transportation.

**Classification Status:** Part-time non-exempt

**To apply, please email cover letter and resume to [hr@dupagepads.org](mailto:hr@dupagepads.org), listing "Interim Housing/Outreach Case Manager" in the subject line.**