

## Employment Opportunity

**Position:** Permanent Supportive Housing Case Manager

**Summary:** 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 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. Provide individual case management to participants; develop/modify transitional plans, contracts for sobriety, and employment plans.
3. Document contact with clients daily and in weekly/monthly progress reports.
4. Provide appropriate referrals to community agencies.
5. Provide housing support groups and workshops to help support participants goals.
6. Prepare and maintain accurate confidential case files, and contractual paperwork.
7. Act as housing liaison between tenants and landlords, collecting rents, attending to housing issues, coordinating moving of tenants in to and out of apartments.
8. Participate in weekly case management/supervision meetings and program meeting.
9. Provide phone coverage and/or response on weekend days and overnights.
10. 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 or 5 years' experience in related field.
2. Experience in housing related activities a plus.
3. Certification in substance abuse and/or MISA a plus.

**Other:**

1. Flexible hours required.
2. Be able to lift 10 pounds.
3. Provide own transportation.

**Classification Status:** Exempt Full-time

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