



Employment Opportunity

Position: **Permanent Supportive Housing Case Manager**

Summary: This position is responsible for coordinating and implementing Case Management services for program tenants; 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. Provide individual case management to tenants; develop/modify transitional plans, contracts for sobriety, and employment plans.
2. Document 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 tenants 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 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. Provide own transportation.

Classification Status: Exempt Full-time

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