

Employment Opportunity

Position: Interim Housing Case Worker

Summary: This position is responsible for intake, assessment, case coordination, providing referrals and crisis interventions, advocacy and engagement of program participants in agency services.

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. Provide screening and intake of program participants who use the Interim Housing system.
3. Provide appropriate referrals to the Client Service Center.
4. Engage with program participants to build relationships to help move them to the next level of service.
5. Document and report any hospital calls or emergencies to the Interim Housing Director.
6. Engage with program volunteers to insure overnight site operations.
7. Provide education and advocacy on behalf of agency programs, services, and clients with volunteers at Interim Housing sites.
8. Provide required program forms and information to the Interim Housing Director and/or office staff according to expected deadlines.
9. Maintain nightly information log for the Interim Housing Coordinator and insure adequate site supplies are provided.
10. Attend and actively participate in all required meetings.
11. 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, mental health/substance abuse 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, listing "Interim Housing Case Worker" in the subject line.