

**EAST END COOPERATIVE MINISTRY
JOB OPENING**

IMPACTS HOUSING SPECIALIST/CASE MANAGER – This full-time position works closely with the case management and intake staff to assist individual families who are entering or exiting IMPACTS programs identify and obtain appropriate housing and is required to maintain relationships with landlords, who will work with the organization's clients. This position is not exempt from overtime pay requirements and works no more than forty (40) hours per week. This positions reports to the IMPACTS Program Manager.

Some duties include but are not limited to:

Housing Duties: Maintain an electronic Housing Directory that should include documentation of all contacts with housing providers including: corporation name, name of contact, address, phone, date of contact and results of contact; Provide housing availability to the organization's team in an efficient and timely manner; Assist families and individuals their move into housing for all IMPACTS programs. Such assistance may include accessing rental assistance money, donated furnishings, coordinating with volunteer movers, and coordinating transportation; Provide housing and budget training for clients to help prepare them for housing; Assist each Community House resident to establish a housing goal and action steps; following up regularly on progress towards housing goals; Document housing goals, action step s and progress in the salesforce record; Develop trainings and workshops for clients and the organization's staff, including tenant rights and responsibilities, housing discrimination, communicating with landlords, etc.; Maintain documentation of trainings, budgets, housing contacts and other information in accordance with agency practice; Work collaboratively with representatives from government, community development groups, family services, child welfare and other agencies and the faith community around issues of housing; Research housing topics, collect and organize housing information; Assure relevant information pertaining to clients' housing is disseminated to appropriate staff members in a timely fashion.

Case Manager Duties: Perform strength-based assessments with assigned clients; Develop Service Plans built on identified strengths to help the clients reach their goals; Develop and maintain working relationships with referral agencies; Monitor the quality and effectiveness of services provided to the resident; Explain and teach about building safety protocols, including security and what to do in an emergency; Review Resident Handbook with residents in first week after admission; Assist residents in identifying and obtaining all cash and non-cash benefits needed, following up on COMPASS process completed at intake; Provide individual and group-based services as assigned; Assist resident with resource acquisition; Help coordinate services for the resident; Document all services provided in client records and enter data into appropriate computer-based systems, including HMIS and Salesforce, as outlined in the business practices; Create and update service plans including initial goals and plans, reassessments, changes in client needs/goals, and/or other appropriate reasons; Instruct in use of safes; Complete weekly room inspections; Determine and approve resident property; Participate in weekly Care Team meetings; Get individual's signature on required consent forms; Meet with clients at least once every other week to schedule appointments and monitor their progress within the Individual Care Plan; May be required to perform drug testing or breathalyzer.

General Duties: Participate in staff meetings and trainings; Assist in establishing linkages with community resources; Ensure compliance with agency policies; Demonstrate positive role modeling; Contribute to the health, wellbeing and comfort of clients.

Some requirements include but are not limited to:

Bachelor's degree or three years of experience in one or more of the following: mental health/substance abuse; pastoral care; social work; or the equivalent in training and experience, as approved; HMIS experience and knowledge preferred; Proficient with computers and Microsoft Office products as well as database experience, email, etc.; Excellent communications skills; Strong interpersonal skills; Ability to work effectively with diverse groups of people; Knowledge of recovery, addiction and mental illness; Ability to handle multiple tasks simultaneously while achieving program outcomes and meeting deadlines; Extremely organized; Excellent time management and administrative managerial skills; Ability to effectively observe situations; Ability to quickly and safely climb stairs in the course of everyday employment, as well as in response to an emergency and to assist guests; Ability to quickly and safely exit the building and to provide assistance to guests; Possess current and valid PA driver's license with 3-year clean driving record and maintain that driving record throughout employment; Possession of reliable vehicle that is available every workday is preferred; Maintain valid vehicle insurance and supply financial responsibility cards to HR; Must meet Act 33 & 34 clearance requirements.

Job Posting Will Remain Open until June 21st, 2019

To apply:

Interested and qualified candidates may apply by submitting letter, resume and compensation requirements. In addition, please send completed Employment Application by downloading that document at: <http://www.eecm.org/job-opportunities/>. Please email, fax or mail all documents to:

Email: LexiN@eecm.org

Phone/Fax: 412.345.7115

Mail: Human Resources Coordinator
East End Cooperative Ministry
6140 Station Street
Pittsburgh, PA 15206

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