



Job Title: Permanent Housing Case Manager

Hours: Full-time Exempt

Reporting Relationship: Permanent Housing Programs Manager

Duties and Responsibilities:

- Attaining and maintaining a comprehensive understanding of government regulations concerning the definition of homeless, chronically homeless, and at risk and how they apply to federal, state, and local homeless services programs.
- Understanding and practicing the Housing First model.
- Maintaining relationships with our community partners.
- Developing and maintaining relationships with external organizations.
- Coordinating services with community partners.
- Meeting clientele at their primary nighttime residence for initial engagement, assessment, and ongoing case management.
- Transporting and accompanying a clientele to access resources as necessary.
- Conducting monthly in-home visits.
- Maintaining case documentation for each client serviced according to program and agency standards.
- Ensuring all assigned client files meet program and agency requirements.
- Attending team meetings.
- Attending relevant community meetings, expositions and conferences as needed.
- Participating in required initial and ongoing training.
- Completing all permanent housing case management tasks according to program requirements.
- Reviewing and evaluating all cases with program management.
- Assuming other relevant tasks as assigned.

Education & Experience:

College education is helpful, but not required. Candidates that are certified with the State of Michigan as a Peer Support Specialist; have lived experience being homeless; and/or have experience working directly with individuals and families that are homeless, diagnosed with a mental illness, battling substance abuse, or experiencing other trauma-related issues are encouraged to apply.

Strong interpersonal and written communication skills and the ability to use computer software programs is necessary. Ability to interpret and apply complex government regulations and ability to negotiate outcomes.

Physical Demands:

Physical tasks are minimal. There will be long periods of time spent using a computer.

Contact:

Send current résumé, cover letter, and references as attachments by email or US Post to:

ATTN: Human Resources
Community & Home Supports, Inc.
220 Bagley, Ste. 600
Detroit, Michigan 48226
(FAX): (313) 332-4143
EMAIL: resume@chsinc.org

(Please reference position title only in the subject line)