



## Human Resources

Oakland Livingston Human Service Agency

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## Housing Case Manager for Homeless Services

**Division:** Health, Housing & Nutrition Services

**Department:** Homeless & Community Services Department

**Supervisor:** Assistant Director for Homeless and Community Services

### Qualifications:

1. Associate's Degree required; Bachelor's Degree preferred in Health/Human Service field with one (1) year of providing strength-based case management for individuals in crisis.
2. Minimum of one (1) year experience with case management software.
3. Minimum of one (1) year experience with program recruitment, outreach, and community resource development.
4. Strong interpersonal, verbal, written, and presentation skills required.
5. A valid Michigan Driver's License; valid automobile insurance and reliable automobile to be used for job related travel.

### Job Mission:

Empowering housing clients in ending their housing crisis by providing strength based case Management and bundled support services so they may achieve long-term housing stability. Also, maintain a strong presence in assigned communities for the purpose of collaboration, outreach, and work group implementation to end homelessness.

### Performance Standards:

1. Provide strength-based case management, individualized support, and developmental guidance for assigned program clients.
2. Provide client and department management with detailed and timely documentation, using appropriate data sources, that includes service delivery, follow-up actions, analysis of outcomes, and individualized strategies for achieving long-term stability.
3. Maintain strong presence in service area by attending community events and meetings to recruit potential clients and community partners.
4. Develop relationships/partnership within the local community focused on the initiative to end homelessness by conducting presentations and advocating for families experiencing housing crisis.
5. All other duties as assigned by supervisor.

### Hours & Wage

\$16.80 per hour (minimum)

40 hours per week, 52 weeks per year

### Location

Livingston Country