Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

CASE MANAGER II – HOUSING

Division: **Health, Housing, & Nutrition Services**
Department: **Health Integrated Services**
Supervisor: **Program Supervisor – HIS**
FLSA Status: **Non-Exempt / Non Union**

Job Mission:
Empowering clients with HIV to achieve and maintain long-term housing stability so they can experience optimal health outcomes and improved quality of life.

Performance Standards:

1. Provide strength-based case management and individualized support to clients accessing housing assistance.
2. Assure that all clients accessing or needing housing services have a housing service plan in place and monitor their progress toward meeting their housing stability goals.
3. Partner with medical and support program staff to assure that clients participate in ongoing medical care and work toward viral suppression.
4. Develop strategic partnerships with homeless service and health care providers within the homeless and HIV continuums of care to ensure coordinated, integrated linkages to care.
5. Perform comprehensive needs assessment and eligibility screening for new clients; assure charts are in compliance with funding source standards.
6. All other duties as assigned by supervisor.

Qualifications:

1. Associate's Degree or 3 years of experiences in providing case management is required; Bachelor's Degree in health/human service field preferred.
2. A minimum of one (1) year working with low income, diverse populations required; experience with HIV+ populations or in homeless service field preferred.
3. Michigan Department of Community Health Case Management Certification preferred. As a condition of employment, an employee must successfully complete the Michigan Department of Community Health Case Management Certification within 6 months of hire date.
4. Strong interpersonal, verbal, written, and presentation skills required.
5. Valid Michigan Driver's License, valid automobile insurance, and reliable automobile to be used for work related travel.

Hours & Wage:
$21.70 per hour
40 hours per week; 52 weeks per year

Location: Pontiac

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

LHSA
A Community Action Agency

Job Title:	Case Manager II - Housing

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	**Comments**
Sit	5	
Stand	1	varies when home inspection are being completed
Walk	1	varies when home inspection are being completed
Bend/Stoop	1	varies when home inspection are being completed

Movements	**Yes/No**	**Comments**
Crawl	No	
Reach above	Yes	reaching for files, during home inspection
Crouch	Yes	searching for files, picking up boxes, during home inspection
Balancing	No	
Squat	Yes	picking up boxes
Climb	Yes	stairs during home inspection
Shoulder level	No	
Kneel	No	
Pushing	Yes	pushing carts to transport items

	Pounds	**Comments**
Weight Carried	**Up to 10 lbs**	minimal carrying- moving files and file storage boxes,etc.

	Pounds	**Comments**
Weight Lifted	**Up to 10 lbs**	minimal lifting - moving files, file storage boxes, etc.

Date: Sep 24, 2026