



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 (Supportive Services for Veteran Families)

Division: Health, Housing and Nutrition
Department: Health, Housing and Nutrition
Supervisor: SSVF Program Manager
FLSA Status: Non Exempt – Non Union

Job Mission:

To empower Veterans in ending their housing crisis by providing case management and assistance in accessing VA and other public benefits and community resources to ensure long-term housing stability.

Performance Standards:

1. Conduct 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. Coordinate entry process and maintain strong presence in service area by attending community events and meetings to recruit potential clients and community partners.
4. Develop relationships/partnerships with local community organizations on the initiatives to end homelessness by conducting presentations and advocating for families experiencing housing crisis.
5. All other duties as assigned by supervisor.

Qualifications:

1. Associate's Degree or 3 years of experience in providing case management for individuals in crisis required; Bachelor's Degree in health/human service field preferred.
2. Minimum of one (1) year experience with case management or other client data management software required.
3. Minimum of one (1) year experience with program recruitment, outreach, and/or community resource development required.
4. A valid driver's license, valid automobile insurance, and reliable automobile to be used for job related travel required.

Hours & Wage

\$18.50 per hour
40 hours per week, 52 weeks per year

Location

Oakland/Livingston County

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Case Manager II

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

	Hours	Comments
Sit	5	
Stand		
Walk	2	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	reaching for files
Crouch	Yes	searching files, picking up boxes
Balancing	No	
Squat	Yes	picking up boxes
Climb	No	
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: January 19, 2024