



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
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Pontiac, MI 48343-0598
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(248) 209-2615 FAX
Website: www.olhsa.org

HOUSING CASE MANAGER FOR SSVF

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

\$18.48 per hour
40 hours per week, 52 weeks per year

Location

Oakland/Livingston County