

## Housing Case Manager

Supervised by: Executive Director

### Qualifications:

1. Bachelor's degree (in a human service field strongly preferred)
2. Proficient in Word, Excel and database entry
3. Must be a team player but able to work independently
4. Must interact well with diverse populations - LGBTQ, IDU, etc.
5. Excellent spoken and written communications skills
6. Valid driver's license and vehicle liability coverage

### Responsibilities:

1. Provide Medical Case Management services including intake, assessment, care plan development, resource development and referral, coordination of services, monitoring, reassessment, and discharge.
2. Report documentation through HMIS, HADIS, FAMCARE and any other required reporting sites.
3. Ensure the confidentiality of all client information
4. Complete progress log documentation for all client activities
5. Coordinate medical services for clients in order to maintain health outcomes designed with client
6. Work effectively with other community service providers to ensure optimal quality of services offered to clients and to develop new resources to meet the needs of clients
7. Provide medical treatment adherence counseling and prevention education to clients
8. Assist clients in assessing eligibility for and enrolling in health insurance coverage
9. Assist in the coordination of the new Housing program
10. Must be willing to travel as necessary for client home visits, training, and other assignments
11. Attend functions as required
12. Other duties as assigned

### Educational Requirements/ Licensure:

- Bachelor Degree in social work, preferred but not required
- Computer/Typing Skills
- Experience Working with transgender, same gender loving and bisexual populations
- Complete program training on Traniual software & CDC Train designated trainings
- Must maintain a valid driver's license and insurance.

### Hourly Wage:

- \$19/hr
- Full Time Employee Benefits (PTO/Personal Days, Health/Dental/Vision, Childcare ,  
etc