**Rapid Re-Housing Case Manager**

**Essential Functions\* of the position are detailed below and include any physical requirements checked below:**  
1. Provides case management and supportive services to assigned clients by assisting them with locating and securing housing;  
2. Advocates for clients with regard to financial, state/federal benefits, housing, job training, job referral and or treatment programs;  
3. Completes service plans and program assessments in client homes, Agency work locations, or other public locations that are accessible to the clients, including but not limited to: individual interviews, collateral conferences, evaluation of client needs and abilities and following up,when necessary;  
4. Maintains up-to-date and accurate client files and databases, as required by agency/programmatic policies and procedures, professional standards, and external requirements of all relevant regulatory, licensing or accrediting bodies in the course of performing job expectations;  
5. Knows and complies with the laws and regulations relevant to the position and services.  
6. Works collaborative with internal and external partners to obtain services for clients;  
7. Participates in community outreach efforts and attends community events to develop and maintain positive and collaborative relationships with community partners;  
8. Meets with each client, as required by the Program or based on client needs;  
9. Assists the Program Director with completing reports and the grant writing process, as needed.

**PLEASE NOTE:\* Essential functions include all other duties and responsibilities as assigned.**

**X** Kneel and move from sitting, bending, kneeling or standing multiple times a day.   
X Push and pull objects up to 25 pounds.  
**X** Climb up and down up to 6 flights of stairs at a time.  
**X** Lift up to 25 pounds.   
Additional Requirements:  
  
**Other Requirements: Comply with program and/or Agency requirements related to:**  
**X** Background check, including any program specific requirements  
Physical examination  
Drug Testing  
TB Testing  
**X** Driver's License and reliable transportation   
**X** Agency-specified automobile insurance   
**X** Additional Requirements: May be asked to occasionally work evenings, weekends or special events, as needed.

**Immediate Supervisor:** Program Director  
**Directly Supervises**: N/A  
**Indirectly Supervises:** volunteers and/or interns

**Education and Experience Requirements:**

**Relevant Education:**  
Preferred: MSW or Masters Degree in related field  
Minimum: Bachelor's Degree in Related Area

**Relevant Experience:**  
Preferred: 2+ years of related experience   
Minimum: 1-2 years of social services

**Certification/Licensure:**  
Preferred: Licensed Social Worker/Licensed Clinical Social Worker or Licensed Professional Counselor/Licensed Clinical Professional Counselor  
Minimum: N/A

**Housing Navigator**

**Essential Functions\* of the position are detailed below and include any physical requirements checked below:**  
1. Provides case management and supportive services to assigned clients by assisting them with locating and securing housing;  
2. Advocates for clients with regard to financial, state/federal benefits, housing, job training, job referral and or treatment programs;  
3. Completes service plans and program assessments in client homes, Agency work locations, or other public locations that are accessible to the clients, including but not limited to: individual interviews, collateral conferences, evaluation of client needs and abilities and following up,when necessary;  
4. Maintains up-to-date and accurate client files and databases, as required by agency/programmatic policies and procedures, professional standards, and external requirements of all relevant regulatory, licensing or accrediting bodies in the course of performing job expectations;  
5. Knows and complies with the laws and regulations relevant to the position and services.  
6. Works collaborative with internal and external partners to obtain services for clients;  
7. Participates in community outreach efforts and attends community events to develop and maintain positive and collaborative relationships with community partners;  
8. Meets with each client, as required by the Program or based on client needs;  
9. Assists the Program Director with completing reports and the grant writing process, as needed.

**PLEASE NOTE:\* Essential functions include all other duties and responsibilities as assigned.**

**X** Kneel and move from sitting, bending, kneeling or standing multiple times a day.   
X Push and pull objects up to 25 pounds.  
**X** Climb up and down up to 6 flights of stairs at a time.  
**X** Lift up to 25 pounds.   
Additional Requirements:  
  
**Other Requirements: Comply with program and/or Agency requirements related to:**  
**X** Background check, including any program specific requirements  
Physical examination  
Drug Testing  
TB Testing  
**X** Driver's License and reliable transportation   
**X** Agency-specified automobile insurance   
**X** Additional Requirements: May be asked to occasionally work evenings, weekends or special events, as needed.

**Immediate Supervisor:** Program Director  
**Directly Supervises**: N/A  
**Indirectly Supervises:** volunteers and/or interns

**Education and Experience Requirements:**

**Relevant Education:**  
Preferred: MSW or Masters Degree in related field  
Minimum: Bachelor's Degree in Related Area

**Relevant Experience:**  
Preferred: 2+ years of related experience   
Minimum: 1-2 years of social services

**Certification/Licensure:**  
Preferred: Licensed Social Worker/Licensed Clinical Social Worker or Licensed Professional Counselor/Licensed Clinical Professional Counselor  
Minimum: N/A