



Transforming Lives & Communities in the "D,"
One Home at a Time
Community & Home Supports
2111 Woodward Ave., Suite 608
Detroit, MI 48201

Job Title: Permanent Housing Case Manager

Job Summary: The Permanent Housing Case Manager's primary responsibility is to assist individuals and families who are literally and chronically homeless under regulations, with locating, acquiring and maintaining permanent housing.

Reporting Relationship: Reports to the Permanent Housing Program Manager.

Duties and Responsibilities:

- Attaining and maintaining a comprehensive understanding of federal law concerning the definition of homeless, chronically homeless, and at risk and how these definitions apply to local, state and federal housing programs
- Understanding and practicing the Housing First model
- Completing assessment, agency intake, and HMIS requirements for clientele referred by the CAM Lead Agency
- Develop a person-centered plan of service with each client designed to address and overcome barriers to permanent housing
- Utilizes evidence-based practices and theories tied to best practices including but not limited to the ecosystems theory, strengths-based perspective and motivational interviewing
- Assess the functional and social need of clients in order to develop, implement and monitor service plans leading to an increased level of independent living
- Help clients develop skills and connect clients to services designed to attain, maintain and/or increase their income
- Assist clients in accessing and applying for public assistance or resources designed to enhance the client's overall well-being
- Provide additional services such as transportation, or accompany a client to access community resources as necessary to assure stable housing
- Develop and maintain relationships with local landlords, and create and maintain a landlord resource database
- Attain and/or maintain a comprehensive understanding of State Housing Quality Standards (HQS)
- Coordinate property inspections and utilize proper means to document deficiencies in housing
- Completing monthly in-home visits with permanent housing program participants
- Maintaining appropriate case documentation and ensuring that accurate assessment and reports are completed in accordance with program standards. Ensuring all documentation is entered into HMIS
- Developing and maintaining relationships with external organizations and entities in the interest of coordinating services for CHS clientele
- Maintaining relationships with CHS community partners

- Coordinating services with local CoC members and other agencies to include emergency and domestic violence shelters and the CAM Lead Agency
- Attending team meetings for review of case plans, intervention techniques, program goals, and other related issues
- Attending meetings pertaining to local CoC service coordination
- Attending relevant community meetings, expositions and conferences as needed
- Participating in required initial and ongoing training as directed by program guidelines or Agency requirements or both
- Assuming other tasks commensurate with abilities and experience as assigned

Qualifications and Requirements:

Education: Bachelor's Degree in Social Work from an accredited institution. Applicants with a Bachelor's Degree or higher that have experience working directly with individuals and families who are homeless; persons diagnosed with mental health, substance abuse or other trauma-related diagnoses; landlord/tenant laws; and public policy will be considered.

Experience:

Preferred one year working with or supporting individuals and families who are homeless and in need of resources and/or case management.

Reasoning Ability:

Creativity, ability to interpret and apply complex federal and local regulations, ability to negotiate outcomes.

Physical Demands:

This job is essentially a professional field position. Physical tasks are minimal. Long hours may be spent in front of a computer.

Employees must to provide their own transportation. Maintenance of a valid driver's license, an acceptable driving record, and vehicle insurance in compliance with State of Michigan requirements are all continuing conditions of employment. If using alternative forms of transportation, the employee is responsible for ensuring that the alternative form of transportation complies with these directives.

While a good portion of work is conducted in the field, the Resource Navigator is expected to have office hours weekly to complete other essential duties and responsibilities. All work schedules must be entered into the agency Outlook system, and accurate documentation of all work is required to be submitted weekly.

Training:

Job specific training will be coordinated and/or provided by CHS.

Contact:

Send current résumé, cover letter, and references as attachments by email, fax, or US Post to:

ATTN: Human Resources
 Community & Home Supports
 2111 Woodward Ave., Ste. 608
 Detroit, Michigan 48201
(FAX): (313) 332-4143
EMAIL: resume@chsinc.org