



Housing Case Manager – Permanent Housing

Location:

Lawrenceville, NJ

Position Type/Classification:

Full Time/Exempt

Reporting to:

Assistant Director, Housing Permanence

Compensation:

\$51,000-\$56,000

Organizational Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

One of HomeFront's core beliefs is that families deserve safe, secure housing. To that end, HomeFront offers a wide variety of permanent housing solutions. HomeFront provides clients living in our housing with a comprehensive program of support and guidance to ensure that they can live with dignity in stable homes. We make reachable what often feels out of reach for many families. HomeFront is seeking a Case Manager to join our Housing Permanence team to provide support for families residing in our community-based housing, located throughout Mercer County. The Case Manager will be based out of our Lawrenceville, NJ office, but will be working directly with families in the community and their homes.

The Housing Case Managers work as a dynamic team out of our main office, serving a diverse clientele on their paths to stability. Candidates must familiarize themselves with the Mercer County community, resources, and social service system. They will provide supportive services and appropriate referrals in order to ensure that individual and family needs are met. All work with clients will be conducted from an approach that fosters client self-empowerment and self-sufficiency.

The Permanent Housing program has multiple apartments throughout the county in which families are provided all the supports needed to truly advance from a survival mindset into a thriving mindset.

Essential Job Functions/Responsibilities

- Manage a caseload of families within our Permanent Housing program, which includes, but is not limited to, supporting them in their life goals as well as through any hardships they might experience and linking them to all relevant services
- Conduct home visits in order to deepen the collaborative working relationship and truly meet the client where they are in life
- Support families through strengths-based problem-solving discussions designed to address challenges and barriers surrounding their housing needs

- Develop and maintain collaborative relationships with HomeFront departments and external resources to ensure a holistic delivery of services to meet families' needs
- Assist with the facilitation of tenant meetings which nurture a sense of community and awareness of resources
- Assist with emergency client walk-ins in the office, as needed
- Maintain timely and thorough documentation to ensure consistency and quality of service
- Ensure and protect agency, employee, and client confidentiality

Required Experience and Education

- Bachelor's degree in Social Work or related field, plus two years of social service experience
- Valid Driver's License
- Intermediate skills in Microsoft Office applications

Preferred Experience and Education

- Familiarity with Mercer County and New Jersey social service resources, systems, and key players
- Bilingual in Spanish
- Familiarity with Apricot system and/or NJ HMIS

Schedule

- This is primarily a daytime role, but flexible scheduling may be required based on client need and availability

Physical Demands

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

Travel

- Local travel may be required

Remote Work Eligibility

- Eligible to Work Remotely in emergency conditions (e.g. inclement weather)

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.