



## **Solution Center Admin– Case Management Support**

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full Time/Exempt

**Reporting to:**

Director of Solution Center

**Compensation:**

\$45,000 - 48,000/year

**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.

The Case Management Assistant supports the Solution Center and Housing teams working with clients in housing crisis and provides support to families and individuals affected by poverty, trauma, and housing crisis caused by a variety of factors.

**Job Summary/Objective**

The Solution Center team provides support to HomeFront case managers as well as a diverse clientele on their paths to housing stability. The Case Management Assistant will work diligently to support the Director of the Solution Center in the service provision and administration of the Homeless Diversion grant, as well as supporting other HomeFront Housing case managers. They will familiarize themselves with the Mercer County community, resources, and social service system.

**Essential Job Functions/Responsibilities**

- Assists the Director of the Solution Center with obtaining all necessary paperwork from individuals referred for Homeless Diversion
- Assists with keeping all files and database (Apricot & NJ HMIS) documentation up to date within required timeframes
- Works with the Director and Compliance to ensure that client files meet all requirements for monitoring
- Assists with screening clients seeking assistance as well as with applications for additional resources, as needed
- Develop and maintain collaborative relationships with HomeFront departments and external resources to ensure a holistic delivery of services to meet clients' needs
- Perform general administrative duties to assist the Director of Solution Center, including photocopying, scanning, email and calendar maintenance
- Schedule and organize activities such as meetings, staff and client training and conferences
- Ensure and protect agency, employee, and client confidentiality

### **Technical Skills**

- Intermediate Microsoft Office application
- Strong organizational and documentation skills

### **Required Experience and Education**

- Associate's degree in human service or related field
- Valid Driver's License
- Intermediate skills in Microsoft Office applications

### **Preferred Experience and Education**

- Bachelor's degree in human service or related field
- Internship Experience in a social service setting
- 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 day time 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

### **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.*

**Employee's Name** *(printed)*: \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_