

## **Case Manager – HIV/Transitional Living**

**Full Time**

### **Reports to: Brenda Whitaker**

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.

A career at HomeFront is like no other. You will join a vibrant family of co-workers and clients in a learning environment where you will need to bring your “A-Game” every day and will reap unbelievable personal rewards for your efforts. You will get to know, and become a true agent of change for, individuals and families facing the challenges of living with HIV and you will grow both professionally and personally.

The Homefront experience for clients is individualized to meet the needs of each family who comes to us for help. Last year, with an annual budget of \$9 million, we answered over 15,000 cries for help providing shelter, food and hands-on emergency aid.

The Case Manager will interview and enroll clients into supportive services which may include motel placement, temporary housing and resources. The candidate will be familiar with the Mercer County community, obtain a high level of proficiency in Spanish and English communication, and embrace a diversity of clients. The Case Manager assures clients are maintained in an environment that meets the comfort, safety and security consistent with the philosophy of HomeFront and consistently embody the HomeFront model of compassion, caring and candor. They will provide case management services with the specific objective of assisting individuals and families to transition into permanent housing, a stable living situation, and self-sufficiency.

### **Essential Job Functions**

- Outreach to foster client diversity including LGBTQ community, HIV status and cultural differences
- Conduct intake interviews and orientation
- Assist clients with moving into various housing programs
- Conduct, monitor and update in-depth needs, strengths and goals assessment
- Develop, monitor and update Action Plans
- Provide individualized intensive case management services
- Develop and maintain updated resource lists of programs and services
- Research community social services needed by program recipients and provide clients with appropriate targeted information, referrals and linkages
- Develop and maintain collaboration with other social service agencies and volunteers
- Develop and maintain collaborative relationships with HomeFront staff
- Conduct bi-monthly community meetings
- Conduct weekly transitional unit home visits

- Maintain thorough documentation of client issues and follow-through
- Ensure and protect agency, employee and client confidentiality
- Other related duties as assigned

**Job Competencies:**

- Attention to detail
- Flexibility and adaptability
- Organizational and problem solving skills
- Ability to thrive in fast-paced work environment
- Thoroughness and Independent Thinking
- Collaboration Skills
- Crisis Management
- Documentation skills
- Understanding of impact of homelessness and poverty
- Strong Interpersonal skills

**Technical skills:**

- Intermediate Microsoft Office application
- Organizational skills
- Documentation skills

**Requirements:**

- Mercer County community familiarity
- Proficient in Spanish and English, verbal and written communication
- Bachelor's degree in Social Work or related field
- Seven years of work experience in social services setting
- Valid driver's license
- At least 25 years of age to meet insurance requirements

**Physical Demand**

- 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
- Function in weather conditions prevalent at the time

**Travel**

- Travel is primarily local during the business day

HomeFront is proud to be an equal opportunity/affirmative action employer.

