

HOUSING SERVICES FOR EATON COUNTY JOB DESCRIPTION

HUD Intake & Follow-up Case Manager **Funding Source HUD 80% and ESG 20%**

Hours: Full Time, M-F 8:30-5:00 Daily

Probationary Period: 90 days

Education: Some college coursework in the human services field OR four years experience in housing assistance will waive education requirement.

Experience: Minimum of one year's experienced working with those in crisis or minimum of one year's experience in housing assistance.

Wage & Benefits: \$14.00/hr. plus health insurance, paid vacation & sick leave, 403B option (no match), short & long term disability insurance, Flex plan, paid mileage

Responsibilities:

- Provide services in accordance with the policies and procedures of HSMM.
- Provide triage for all clients who call or walk in.
- Work with homeless persons and those in danger of becoming homeless by providing information, referrals, and intake & assessment appointments.
- Prepare an action plan using the client's goals
- Maintain HMIS database and maintain paper files and case notes.
- Assist clients with their housing search through applications for rental assistance, advocacy; landlord/tenant issues, and education.
- Make referrals to an appropriate entitlement programs including securing Section 8 voucher or other subsidized housing
- Work with the homeless to be rapidly re-housed, as soon as is possible.
- Provide six months of follow-up case management and financial services to previously homeless individuals/families
- Provide home visitation
- Instruct client using provided curriculum and monitor clients achievements
- Act as a Back-up Person for other Case Managers
- Maintain the agency's Fair Housing Complaint Log pursuant to MSHDA and HUD's requirements
- Assist clients with completing and filing SSI, SSDI, Food Stamps and all other entitlements documentation when necessary
- Assist clients with financial resource management to maintain housing stability when necessary
- Assist clients who have Housing Choice Vouchers with application process and follow up
- Facilitate the Adopt a Family Program for holiday gifts
- Assist with fundraising activities
- Work cooperatively with other staff members and agencies to assist clients.
- Other duties as may be assigned by Executive Director/Lead Case Managers.

E: HSEC Shared/HSEC office and staff/job descriptions/Case Manager Intake and follow up