



## HOUSING SERVICES

M I D M I C H I G A N

*"Opening doors for people in our communities"*

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### Housing Case Manager

**Hours:** Full Time, M-F 8:30-5:00 Daily in Clinton office (105 West Tolles Dr, St Johns, MI 48879)

**Probationary Period:** 90 days

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

**Experience:** Minimum of one-year experience working with those in crisis or minimum of one-year experience in housing assistance. Prefer experience working as a team leader. Must have computer experience.

**Benefits:** health insurance, paid vacation & sick leave, 403B option (no match), short & long term disability insurance, Flex plan, paid mileage

**Wage:** \$15.00 to start

**\*This position is grant funded and may end 9/30/2021**

**Responsibilities:**

- Provide services in accordance with the policies and procedures of HSMM.
- Provide triage for clients who call or walk in. (Due to Covid all intakes are done over the phone)
- Provide case management to rapidly re-house the homeless persons and homelessness prevention by providing information, referrals, and intake & assessment appointments
- Prepare a housing plan using the client's goals
- Assist client with housing plan by providing information, referrals including appropriate entitlement programs, directions, and education including subsidized or Project based vouchers
- Oversee the Housing Choice Voucher Homeless Preference waiting list
- Complete the required recertification process for the waiting list
- Assist clients with their housing search through applications for rental assistance, advocacy, landlord/tenant issues, and education.
- Assist clients with completing and filing SSI, SSDI, Food Stamps and all other entitlements documentation when necessary
- Assist clients with budgeting assistance to maintain housing stability when necessary
- Conduct Habitability Housing Inspections as needed-some travel around Clinton county
- Prepare monthly housing and employment guides for distribution.
- Maintain paper files and case notes, answer questions from the HMIS data staff as needed to maintain quality data
- Maintain a time-tracker of your daily activities
- Make follow-up phone calls to clients to record the status of the situation before file closing
- Work cooperatively with other staff members and agencies to assist clients.
- Act as a Back-up Person for other Case Managers
- Participate in fundraising and agency events (Project Connect, Adopt a Family, etc)
- Other duties as may be assigned by Executive Director/Assistant Director.

*E: HSMM Shared/HSMM internal info/job descriptions/HARA Housing Resource Manager*



*"HSMM is an equal opportunity provider"*

