**Housing Services Mid Michigan**

**Shared Housing Intervention Program Case Manager**

**Eaton County**

**Job Description**

**Program Name:** Shared Housing Intervention Program (SHIP)

**Hours:** Full-Time; 40 hours per week; Monday-Friday 8:30am-5pm

**Probationary Period:** Six Months

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

**Experience:** Minimum of one year experience working with those in crisis or minimum of one year experience in housing assistance. Must have computer experience.

**Benefits:** health insurance, paid vacation & sick leave, 403B option (no match), short & long term disability insurance, Flex plan, paid mileage, cell phone stipend. **After 90 days of training, position may be 100% remote.**

**Wage:** $16.00-17.50 per hour

The Shared Housing Intervention Program (SHIP) is an inter-agency diversion and prevention initiative, serving families at risk of homelessness in Ingham, Eaton, and Clinton Counties. SHIP provides supportive services in the areas of case management, financial literacy, housing, and any other reasonable support that a family may need.

This specific position will be based out of Eaton County, and serving families in the surrounding school districts. Ideal candidate will be from the Eaton County area.

**Responsibilities:**

* Support eligible families in accordance with the policies and procedures of HSMM and the Shared Housing Intervention Program (SHIP)
* Provide case management services, including intake & assessments, home visits, resource coordination, advocacy, counseling, and budgeting with at-risk families.
* Establish relationships with families, their McKinney –Vento school liaisons, and other supports in their community.
* Facilitate the development of families’ financial literacy through programming and referrals.
* Support families who are living with others, to promote housing stability and/or prevent a referral to the shelter.
* Conduct community outreach activities, facilitate presentations and attend meetings to promote the program and find and expand the referral network.
* Maintain client databases and paper files.
* Provide triage to clients who call or walk in.
* Demonstrate a working knowledge of the grant requirements.
* Assist with fundraising activities
* Act as a back-up to other staff members
* Other duties as assigned by the Executive/Assistant Director