

HOUSING SERVICES MID MICHIGAN

JOB DESCRIPTION

PATH Outreach Case Manager

Program: Projects for Assistance in Transition from Homelessness (PATH)

Hours: 20 Hours- 1PTE, flexible schedule, includes some evening and weekend hours

Location: Tri-County, Main office located in Advent House Ministries, Lansing

Probationary Period: 90 days

Education: Prefer Bachelor's Degree in Criminal Justice, Psychology, Social Work or related field OR Two or more years of related experience working with the homeless population can override the education requirement.

Experience: Minimum of one year's experience providing supportive services and/or case management in the human services field, including individuals with mental health conditions, substance abuse histories, low income and homelessness.

Required Skills: Excellent verbal and written communication. Ability to remain calm in high pressure and crisis situations. Strong de-escalation techniques. Creative approach to problem solving, analytical thinking and decision making. Working knowledge of the internet, email and spreadsheets. Able to work independently and as a collaborative team member. Must have a valid driver license and vehicle insurance.

Pay: \$18.00-\$19.50 per hour to start

Benefits: paid vacation & sick leave, 403B option (no match), Flex plan, paid mileage, cell stipend

Must maintain vehicle insurance

Responsibilities:

- Provide services in accordance with the policies and procedures of HSMM & Advent House Ministries
- Position covers Eaton, Ingham, Clinton counties. Some travel for outreach
- Provide mobile case management to homeless individuals and families living in places not fit for human habitation (street, parks, abandoned homes, vehicles, etc)
- Supply homeless individuals and families with basic needs items (water, food, hygiene, blankets, etc)
- Work closely with local shelter programs to connect clients to shelter
- Knowledge of local resources and how to connect clients to them
- Refer clients to supportive services for mental health/substance abuse treatment, medical care, employment, education and stable housing
- Knowledge of available funding to assist clients with transitioning into housing
- Complete all required program paperwork and referrals to connect clients to resources
- Enter case notes into files, maintain files and enter data into HMIS computer system
- Assist clients with access to entitlements (FAP, Medicaid, SSI/SSDI, etc)
- Promote the PATH program in the community and educate other service providers on PATH services

- Interact with other PATH team members and other agencies in a positive and respectful manner
- Build and maintain relationships with landlords with a focus on increasing affordable housing options for clients
- Attend monthly and weekly meetings as assigned by management
- Any other tasks assigned by the Directors

Apply by sending your Resume and Cover letter to hsmminfo@hs-mm.org
Or you can find it on Indeed.com