

## ***Transitional Living Program Case Manager***

### JOB SUMMARY:

The MoveFwd Transitional Living Program provides housing and support services to young people (18-24) who are exiting homelessness. The Case Managers provide individualized and specialized support to participants focusing on obtaining employment, financial literacy, meeting program expectations, maintaining housing, and increasing academic achievement.

### DUTIES AND RESPONSIBILITIES:

- Provide coordination of case management services to youth in the Transitional Living Program and additional clients as needed
- Conduct assessments with client to determine goals, barriers, resource needs and other factors related to case planning, acting as a broker for services and referring them to community resources when necessary
- Facilitate a monthly group meeting for the TLP program participants
- Act as liaison between youth/landlord relationships relating to tenancy issues
- Assist youth in living independently
- Act as a liaison with other service providers
- Maintain consistent home visits with youth
- Provide necessary transportation according to availability
- Keep updated records of all interactions with clients and any other contacts made on their behalf
- Provide on-going monitoring and reporting of participant's progress
- Provide on-going Independent Living Skills instruction in one on one settings
- Attend and contribute to appropriate weekly case review/team meetings
- Provide guidance for youth in the apartment search process

#### *General Responsibilities:*

- Preserves the integrity of the programs and agency
- Demonstrates commitment to the MoveFwd mission and vision
- Supports overall growth of the agency
- Maintains positive and healthy relationship with co-workers and other related parties
- Active participant on the case management team
- Creates a safe, respectful, and healthy atmosphere and environment where everyone can grow and learn
- Participates in special projects as necessary
- Attends all meetings and trainings as required
- Recommends changes when necessary for the betterment of the Agency

### QUALIFICATIONS:

#### *Education and Experience:*

- BA degree in Social Work or Youth Development preferred, or related field
- 2 years of experience working with homeless or at-risk youth
- Experience working with youth who have faced significant barriers and/or homelessness
- Experience completing assessments
- Experience creating goal/treatment plans

#### *Skills, Knowledge and Abilities:*

- High level of self-awareness and ability to work effectively with and relate to diverse populations
- Excellent verbal and written communication skills, especially for client advocacy

- Ability to work independently and show high aptitude for decision-making
- Demonstrated ability to efficiently organize, coordinate, track and complete multiple tasks as well as adjust to changing priorities
- Knowledge of child welfare systems, public and federal assistance programs, and other community resources
- Strong communication skills and experience having difficult conversations
- High level of attention to detail
- Desire to continuously learn for personal and professional growth
- High level of personal and professional integrity, including ability to protect and maintain confidentiality
- Computer application proficiency, including Google Docs and G-Mail
- Clean driving record and no criminal background\*
- Access to reliable vehicle and ability to maintain good driving record and insurance levels as directed by MoveFwd, to fulfill job duties that require travel into the community.
- Ability to be flexible in scheduling

WORKING HOURS:

- .8 FTE; occasional evenings and weekend hours. This is a non-exempt position

STARTING SALARY:

- TBD

REPORTS TO:

- Housing Manager

**Note:** *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*