Position Title: Housing Case Manager Social Worker – Van Buren MO

Status: Full-time, Non-Exempt

Location: Cape Girardeau, Missouri

Apply online at: https://www.ccsomo.org/employment/

Position Summary
The Housing Case Manager will work with individuals and families to provide community prevention programs using the Family Strengthening Framework to help families succeed on a path out of poverty. This Family Strengthening program offers assistance in meeting basic needs and securing services, is flexible in the delivery of services, responds quickly and flexibly to family and community needs, and builds on family and community strengths. The position requires the ability to establish partnerships with other community organizations and serve as the coordinator/liaison for clients in order to obtain needed services. The program is focused on recognizing families’ strengths, building on them and empowering families so that they are more capable of carrying out their responsibilities and becoming self-sufficient. Specific initiatives for this position center on the homeless and at risk of homelessness population, and providing cases management to individuals and families. The Housing Case Manager must be able to demonstrate the ability to work with a diverse population of impoverished persons. The Housing Case Manager must have a thorough understanding of case management skills including the ability to encourage self-determination, develop a housing stability plan, and provide appropriate referrals and supportive services.

Duties and Responsibilities
Duties will include but not be limited to:

- Commitment to Mission, Vision, and Values of CCSOMO
- Develop a relationship with clients and their families so as to provide advocacy and direction to ensure the client has the best means to reach self-sufficiency.
- Provide highly skilled and culturally sensitive services to diverse populations.
- Identify, engage and provide services for participants that will increase resiliency and lead to self-sufficiency.
- Advocate and interact with other service providers on behalf of participants.
- Provide extensive case management including combination of phone and face-to-face visits in varied settings, including client’s home.
- Provide family strengthening services which are family centered and address the needs of the family as a whole.
- Provide assistance to homeless and at risk of homelessness population, which includes housing stability case management services.
- Provide accurate written documentation of both face-to-face and phone visits, in paper files, and electronic client databases
- Complete both written and data based documentation
- Develop, implement, and monitor the case management plan and housing stability plan in coordination with the client.
- Interact with service providers, churches, and community agencies to advocate for clients as well as facilitate referrals
- Attend other meetings within the community as determined by the Supervisor
- The above statements are intended to describe the general nature and level of duties and responsibilities but are not intended to be an exhaustive list for this position.
- Other duties as assigned by supervisor.

**Minimum Qualifications**

**Education, Licensure, and Certifications:**
Bachelor’s degree, preferably in Social Work, BSW or equivalent human service degree.

**Experience:**
Experience in social work or case management. Comprehensive knowledge of social services and referral sources for families is desired. Experience with homeless and at risk of homelessness preferred. Experience in Motivational Interviewing desired.

**Skills, Knowledge, and Qualifications**

- Must have experience and a willingness to work in a fast paced social service, faith-based environment serving individuals and families from low to impoverished backgrounds.
- Must be a self-motivated team player with excellent communication skills and able to build and maintain partnership internally and externally.
- Knowledge of and competency in case management
- Strong speaking and listening skills
- Ability to work with people of diverse backgrounds
- Strong customer/client services orientation
- Sound judgment and decisiveness
- Excellent verbal and written communication skills
- Comprehensive knowledge of social services and referral resources for individuals and families in South-Central/South-Eastern Missouri.
- Computer data entry skills.
- Ability to maintain timely, legible, clear, concise and well-organized records of services provided.

**Working Conditions**
- Must be able and willing to travel for client visits across multiple counties, including home visits.
- Valid driver’s license, proof of auto insurance, and reliable transportation.
- Will need to see clients in various settings which include but are not limited to: agency, meeting space, or in the client’s home to increase access to services.
- Must be able to lift up to 25 lbs.
- May be extended periods of standing, sitting, as well as some repetitive movements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities.
- This position requires a valid driver’s license, a reliable vehicle, and proof of insurance.

**Wages and Benefits**
Wages are competitive, based on qualifications and experience.

Benefits include a full range of health insurance (medical, dental, vision, prescription), pension plan contributions, vacation, and other benefits as detailed in the Catholic Charities of Southern Missouri Employee Handbook.

**Performance Quality Improvement (PQI)**

**PQI Philosophy**
The Performance Quality Improvement (PQI) program of Catholic Charities of Southern Missouri (CCSOMO) promotes excellence and continuous improvement in all functions of client care, support services and the organization. PQI is embedded in all aspects of CCSOMO’s daily work and in its strategic, long-term development. Staff in all areas of the Agency are empowered to play an active role in improving program/client outcomes and overall organizational performance. The PQI process is designed to be inclusive and transparent. The combined elements of the PQI program enable the Agency to make effective and timely use of collected data and to take corrective action and/or develop and implement programs in order to reach the highest standards attainable.

Apply online at:  https://www.ccsomo.org/employment/
Upon completion of online application, you will receive an email with pre-screen questions for this position.