Job Description: Transitional Housing Case Manager

Job Overview:
Base Pay: Based on Experience
Employee Type: Full-Time
Industry: Social Services, Non-Profit
Manages Others: Yes – Limited
Job Type: Social Worker
Reports To: Executive Director
Required Education: Master of Social Work
Required Experience: 2-3 Years
Location: Pittsburgh, PA

Position Purpose and Requirements:

The Transitional Housing program at Veterans Place provides up to two years of residential support for Veterans who are homeless or at risk of homelessness. The Case Manager is the person with primary responsibility for working with Veterans Place residents to set and track personal goals, sustain a healthy lifestyle, and progress toward independence and permanent housing. This person will work as the center piece of the Transitional Housing team and coordinate services for residents via other Veterans Place staff and partner agencies, including the Veterans Administration.

Position Responsibilities:

Clinical Activities:

- Conduct screening interviews with Veterans interested in entry into the Transitional Housing Program and coordinate with Veterans Administration staff to establish eligibility of Veterans for services.
- Perform case finding functions and outreach, identifying and screening patients for psychosocial needs.
- Conduct psychosocial assessments and develop treatment plans in collaboration with the Veteran and other provider organizations including the Veterans Administration.
- Coordinate referrals of Veterans to the Veterans Administration and other community-based providers for additional services based on needs and eligibility (this includes expanding the existing referral network as necessary).
- Exercise and coordinate a variety of individual and group counseling techniques that are evidence based and demonstrate good clinical practice.
- Maintain case records in accordance with program guidelines and professional requirements.
- Implement legal and ethical standards of service delivery, privacy and confidentiality, complying with all applicable regulations.
Job Description: Transitional Housing Case Manager (Continued)

Program Development:

- Oversee the delivery of services within the scope of this program and make recommendations to the Veterans Place Executive Director for further development and refinement of the program. (Responsibility for coordination of services and supervision of volunteers and related staff will be shared with the Executive Director).
- Work closely with the VA Grant and Per Diem Liaison to ensure a high quality of services.
- Work with the after-hours staff to develop and support community building activities during non-business hours.

Communication:

- Prepare written reports and complete documents as requested by the VA Grant and Per Diem Liaison or Executive Director.
- Communicate policies and the rationale behind them to residents.
- Inform other agency staff members of relevant matters related to the Transitional Housing Program.
- Participate in administrative, staff, clinical, and in-service activities and training as required.

Qualifications:

- Master of Social Work Degree from accredited institution required; Licensed Social Worker in Commonwealth of Pennsylvania preferred.
- Must be proficient in spoken and written English.
- Must be proficient in Microsoft Office Suite including Word, Excel and PowerPoint.
- Experience working directly with the homeless population strongly preferred.
- Veteran status preferred.
- Experience working with Veterans Administration preferred.
- Must be able to pass a pre-employment drug screen.