ACTION-Housing, Inc.
Job Description

Title: Case Manager Uptown Lofts
Evening Worker (3-11 PM)

Reports to: Administrator of MyPlace Program

Department: MyPlace Program

Position Overview:
MyPlace is a transitional housing program for homeless youth between the ages of 18 & 24 who have aged out of the foster care system. MyPlace offers independent living, intensive case management services, and life skill programs designed to assist the program participant live independently upon graduation from the program.

Job Responsibilities:
1. Participants:
   - Assist in the selection of program participants
   - Assess needs of participants and assist them in developing goals and objectives which will move them toward independence
   - Enter initial assessment into HMIS
   - Develop a Discharge Plan for each participant and update quarterly
   - Meet with participants weekly to monitor progress toward goals and adjust goals as needed
   - Update HMIS on weekly basis to monitor progress toward benchmarks established by DHS
   - Support participant in retaining employment and locating new opportunities
   - Support participant in progressing in education goals
   - Assist in developing and coordinating life skill classes
   - Make referrals as necessary to appropriate social service agencies
   - Conduct apartment inspections on a bi-weekly basis
   - Work with SHMS staff in coordinating property management functions at the building
   - Work with Children’s Museum on implementing the MakeShop Program
2. Agencies:
   - Establish/maintain relationships with DHS and other agencies providing services to program participants
3. Reports:
   - Complete all HMIS work in a timely manner, maintain participant files in proper order, and other reports as necessary

Job Requirements:
1. Degree in Social Services or comparable experience
2. Experience in working with youth
3. Act 33/34 Clearances
Conditions:
   1. Office work

Behaviors:
   1. Team work skills
   2. Communication skills
   3. Ability to relate to young people from diverse backgrounds
   4. Commitment to program goals
   5. Flexibility
   6. Perseverance