South Suburban PADS

**Position:** Permanent Supportive Housing Case Manager

**Reports to:** Housing Program Manager

**Type:** Full time, Non-Exempt

**Location:** Country Club Hills

**General Description**

South Suburban PADS is looking for compassionate people who want to prevent and end homelessness in the south suburbs of Chicago.

The Permanent Supportive Housing Case Manager receives referrals of new program participants from the Coordinated Entry System. Assesses and determines program eligibility for new referrals. Assists program referrals to complete necessary paperwork and move into an apartment. Works with residents to develop appropriate goals and provide on-going assessment and support. Assists the residents to utilize community resources to meet individual needs. Works with the residents to identify their skills and abilities to promote personal growth.

As a result of the coronavirus crisis, our case managers are working from home about 28 hours per week and limiting all in-person client contact to reduce the chance of infection.

**Essential Job Functions and Responsibilities (Please Note that during the Coronavirus crisis some functions will be modified to allow for work-from-home, phone case management)**

1. Meet one-on-one, at the office, with new referrals to verify eligibility, collect income and required program documentation, determine rent and location needs, and prepare to move into an apartment.

2. Meet one-on-one, at the office, with program participants to assess specific needs, identify goals, and prepare action plans for achieving the goals.

3. Meet twice a month one-on-one, at the office, with program participants to assess progress, update action plans, monitor income, document case notes, provide access to resources, and make referrals to other community resources.

4. Meet regularly, at the office, with program participants to provide ongoing life skills development including problem solving and skill development to aid in the participants’ process of improving independence and quality of life.

5. Advocate on behalf of participants and connect them to appropriate medical, mental health, employment and other supportive services.

6. Effectively guide participants through the process of application, qualification, re-determination for SSI, SSDI, Medicaid, Medicare, SNAP, and other services as needed.

7. Distribute grant funded and/or donated goods to clients as available. Document receipt and follow grant guidelines regarding distribution.
8. Keep and maintain accurate and up to date client files at the office. This includes entering case notes and data in the HMIS database and client’s physical file.

12. Complete necessary documentation for any program responsibility or third party billing.

13. Track and report outcomes and provide data updates on participants as directed.

14. Participate in on site and off site trainings and meetings, as needed.

15. Attend external and internal case staffing meetings as necessary to coordinate services.

16. Other duties as assigned.

Requirements
1. Bachelor’s degree in the area of social service.
2. Substance abuse and mental health experience preferred.
3. Experience in working with homeless and/or low-income population preferred.
4. Case management and social service internship or work experience preferred.
5. Bilingual, Spanish/English preferred.

Abilities
1. Excellent Case Management skills.
2. Demonstrated written and oral communication skills, ability to work as part of a team.
3. Demonstrates strong skills in interviewing, engagement, assessment, planning, and advocacy.
4. Demonstrates good judgment and ability to work independently.
5. Demonstrates experience and ability to interact sensitively and respectfully with persons with severe disabilities (developmental, physical, mental health, substance abuse, etc) and a history of homelessness.
6. Must be able to successfully manage & coordinate multiple responsibilities and simultaneous duties.
7. Access to personal transportation is necessary for this position.
8. Must be willing to work the occasional night or weekend.
9. Ability to lift and move 50 lbs.

South Suburban PADS is a 501(c)3 not-for-profit organization that is working to prevent and end homelessness in the south suburbs of Chicago. Over the past 29 years, the organization has provided shelter and meals to enable over 18,000 people to survive homelessness. In addition, South Suburban PADS provides pathways home and currently helps over 500 people to preserve or access affordable rental homes every year. South Suburban PADS is the proud recipient of the 2018 Bank of America Neighborhood Builders Award. More at sspads.org

Equal Opportunity: SSPADS adheres to the employment policy of providing equal opportunities to all job applicants and employees regardless of ethnicity, race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation

Job Type: Full-time
Benefits:

- 401(k)
- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Health Insurance
- Life Insurance
- Paid Time Off
- Vision Insurance

Experience:

- case management and social service: 1 year (Preferred)

Education:

- Bachelor's (Required)

Location:

- Country Club Hills, IL 60478 (Required)

Work Location:

- Multiple locations

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A job for which all ages, including older job seekers, are encouraged to apply
- A job for which people with disabilities are encouraged to apply

Schedule:

- Monday to Friday

Company's website: www.sspads.org

Company's Facebook page: https://www.facebook.com/sspads.org/

Benefit Conditions: Waiting period may apply

- Only full-time employees eligible

To Apply: please email a Resume and Cover Letter to Aneisha Bowie, Housing Programs Manager: abowie@sspads.org Phone (708) 550-4411 extension 102.