Rapid Rehousing Case Manager

Are YOU ready to make a real difference in our community? The Rapid Rehousing Case Manager - PW is responsible for providing direct support services and rapid rehousing to homeless victims of domestic violence and their children.

A Better Way provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

Essential duties and responsibilities include the following. Other duties may be assigned. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Provide crisis intervention services on the phone and in person for homeless adults and their children
- Work with clients regarding their housing options, including community and government resources
- Provide referrals to additional services as needed
- Transport clients and their children for essential appointments as necessary
- Assist victims through emotional support, advocacy, casework, budgeting, and other supportive services
- Complete client assessments using the Family Development Matrix and the SPDAT
- Participate in goal setting with clients, monitor progress on personal action plans, and report participation, progress, and problems to the Executive Director
- Educate clients on maintaining successful long-term housing, including proper housekeeping
- Complete client statistics, APR, and other necessary documentation
- Assist in general facility management duties including light office cleaning
- Participate in professional development and networking conferences and events as appropriate and/or requested.
- Perform other duties as assigned.

Supervisory responsibilities No

Work environment Able to stand and/or walk up to 25% of the time. Able to sit up to 75% of the time. Able to view a computer monitor for 4 - 6 hours per day. Must be able to lift up to 15 pounds at times.

Education and/or Experience

- High school diploma or equivalent is required.
- A minimum of two years of experience working with homeless persons or victims of domestic violence and providing other support services is required.

Skills and Competencies

- Previous experience may be substituted with an Associate's Degree in the human services field.
- Bachelor's Degree in social work or similar is preferred.
- Demonstrated ability to work as a team member with minimal supervision is required.
- Exceptional interpersonal skills are necessary as are articulate verbal and written communication skills.
- Proven ability to meet deadlines and excellent time management skills are required, as are timely and accurate documentation skills.
- Knowledge of homelessness, domestic violence, and sexual assault, & the complexity of problems surrounding the issues is a must.
- Valid Driver's License
- Attention to detail and superior organizational skills.
- Working knowledge of computers and systems is required, including and not limited to,Microsoft products such as Word, Excel, and PowerPoint (or similar product knowledge).
- High level of confidentiality and professionalism are required.

Full-time Position with a rotating 10-hour work day schedule, Monday - Friday

Minimum Hourly Wage: $21.15 (Annually, $44,000.00)

Candidates should submit the applications to our website **https://abetterwaymuncie.org** OR Email resume to contact@abwservices.org. Please include "Rapid Rehousing Case Manager - PW" in the subject line.