

## Job Announcement

**Title:** Housing Case Manager –Adult Shelter - Kerner (Mill Street) **2 positions**

**Regular Full Time:** 40 hours/week

**Hourly wage:** **starts at \$22.00**

**Reports to:** Director of Adult Shelter Services

**Non-Exempt**

**Unit:** Residential – Shelter and Housing Programs

**Work Schedule -** 3:00PM to 11:30PM

**Days off** **Friday and Saturday or**  
**Sunday and Monday**

### For Job Announcement:

***Come join our team!! We help unsheltered individuals in Marin County transform their lives through housing, training and support services.***

Homeward Bound is Marin County's primary provider of housing and shelter for single individuals and families experiencing homelessness, offering short- and long-term supportive housing, job training and placement, and services. Our mission is "Opening Doors to Safety, Dignity, Hope, and Independence." We are looking for the right person to join the housing focused team in our adult shelter.

***We are a fully vaccinated workforce. We require applicants to be fully vaccinated against the Covid-19 virus.***

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### Principal Responsibilities:

- Housing focused case management services in both one on one and group settings.
- Address all issues that may be barriers to obtaining housing: chronic homelessness, brain illness, physical health concerns; substance use disorders; under-employment; lack of income and other barriers.
- Problem-solve urgent situations as they arise which may include interacting with EMT and Fire, police, psychiatric services, and other community agencies and staff.
- Prevent and/or resolve conflicts skillfully using a strengths-based approach.
- Provide supportive counseling, guidance, & referrals to community resources.
- Engage regularly and consistently with individuals insuring program participation and progress.

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### Major Duties:

- Assist program participants in physical and mental health issues.
- Participate actively as part of a team with other Homeward Bound staff
- Communicate effectively (both written and verbal) with team members, supervisors, volunteers, and program participants.
- Maintain proper documentation of relevant interactions.
- Enter and update information into the Homeless Management Information System (HMIS), Whole Person Care and other databases as required.

- Attend weekly program staff meetings, monthly all-staff meetings, weekly supervision with Program Director, and trainings.
  - Report program, client, and facility needs to appropriate people.
  - Process and balance program participant fees and document savings.
  - Conduct weekly case management meeting documenting housing plans and goals.
  - Prepare program transfers, daily rosters and generate reports on key data points as required.
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**Relationships:**

- Establish and maintain open and collaborative relationships with colleagues.
  - Greet, communicate with, and treat all program participants with respect, dignity, kindness, and an attitude of service.
  - Maintain confidentiality related to all program participants.
  - Communicate clearly and consistently with supervisor.
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**Minimum Qualifications/Requirements:****Education or Training Equivalent to:**

- Required: Bachelor's Degree in social work, social welfare, psychology or related field or at least 5 years experience in a related residential setting.
- Master's Degree in social work or related field preferred

**Minimum Years of Additional Related Experience:**

- 3+ years' experience working with under-resourced, low-income populations; experience working with individuals experiencing homelessness desired
- Experience in residential programs and/or housing programs
- Working knowledge of Social Security income (SSI, SSDI, SDI)
- Knowledge of life skills, money management, and basic math skills
- Strong knowledge of harm reduction and mental health issues required
- Data system entry experience
- Knowledge of Microsoft Word, Excel, Cloud, and Adobe

**Physical Requirements:**

- Ability to sit, and use a computer mouse, keyboard, and monitor, for moderate periods of time (1 – 3 hours per day)
- Ability to stoop, crouch, kneel, and/or crawl on occasion
- Ability to lift and/or move objects weighing up to 40 pounds

**Special Qualifications & Qualities:**

- Work well with a team as well as independently
- Sense of humor
- Able to keep strong boundaries and set limits

- Able to ask questions and receive constructive suggestions
- Desire to work in an atmosphere that is supportive and challenging
- Able to multi-task and think quickly
- Knowledge and experience in harm reduction and Housing First
- Compassionate, flexible, and non-judgmental
- Desire to work with people to end homelessness in their lives
- Able to work well with diversity

**To Apply:**

If you believe this position is right for you, please email your resume and cover letter to [careers@hbofm.org](mailto:careers@hbofm.org).

**EQUAL OPPORTUNITY**

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always been and continues to be Homeward Bound's policy that employees should be able to enjoy a work environment free from all forms of harassment and discrimination. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.

**BACKGROUND CHECK(S)**

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.