

Job Description

Title: Housing Focused Case Manager – Adult Shelter (New Beginnings Center)

Regular Full Time: 40 hours/week

Hourly wage: \$28 - \$30 DOE

Reports to: Director of Adult Shelter Services

Non-Exempt

Unit: Residential – Shelter and Housing Programs

Work Schedule - Sunday to Thursday 7:00AM to 3:30PM

Friday - Saturday DAYS OFF

This is a full time position with a competitive benefits package which includes 100% employer paid medical, vision and dental insurance, 100 hours of accrued vacation per year, 12 sick days per year and access to a 403b retirement plan with discretionary match..

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 our adult housing focused team.

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.

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), 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.
 - Conduct weekly case management meeting documenting housing plans and goals.
 - Prepare program transfers, daily rosters and generate reports on key data points as required.
 - Maintain clean and organized area within the facility.
 - Perform other reasonable tasks as assigned
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Relationships:

- Establish and maintain open and collaborative relationships with colleagues.
 - Greet, communicate, 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 programs (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

EQUAL OPPORTUNITY

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

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.

**\$28-\$30 per year hour DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 2 1/2 weeks' vacation (100 accrued vacation hours), and access to a 403b retirement plan. Under California law, Homeward Bound is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary or hourly rate outside of the range posted in this job announcement. This range considers the wide range of factors that are considered in making compensation decision including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. Salary and hourly rate offers are determined based on final candidate qualifications and experience.*

[To Apply](#)

Send resumes to: careers@hbofm.org