

# Job Announcement

**Title:** Housing Focused Case Manager – Adult Shelter (NBC)

**Regular Full Title:** 40 Hours/week Tuesday – Saturday (7:00AM to 3:30PM)

**Hourly:** \$28 – \$30 DOE

**Reports to:** Program Manager

**Start Date:** ASAP

## The Opportunity:

Homeward Bound of Marin is a dynamic and evolving non-profit agency working to end homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise. With a successful 48-year history and strong interdisciplinary partnerships with other private and public partners, Homeward Bound is positioned for impactful growth over the next decade. Our work environment values Justice, Equity, Diversity, and Inclusion, and rewards resourcefulness, flexibility, kindness, compassion, and understanding.

Homeward Bound is seeking a Housing Focused Case Manager to create, implement and deliver housing focused services to individuals experiencing homelessness, offering short- and long-term supportive housing, job training, placement, and services. Our mission is “Opening Doors to Safety, Dignity, Hope and Independence”.

If you have a heart and passion for supporting individuals who are focused on personal growth, we want to hear from you!

## The Candidate:

We are looking for a mission-driven and hands-on housing and homeless services expert who works well as a team and independently. Our ideal candidate will be a self-starter who takes appropriate initiative and can work collaboratively with a diverse group and clients.

### 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
- 🏠 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
- 🏠 Competency with Windows and Microsoft Office Suite software

### Special Qualifications & Qualities (skills, abilities, licenses):

- 🏠 Work well with a team as well as independently.
- 🏠 Able to keep strong boundaries and limits.
- 🏠 Able to ask questions and receive constructive suggestions.

- 🏠 Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- 🏠 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.
- 🏠 Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor.
- 🏠 Dynamic, resourceful, flexible, kind, compassionate, understanding.
- 🏠 High level of awareness and comfort working in a culturally and ethnically diverse work environment

### **Major Responsibilities:**

- 🏠 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.
- 🏠 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.
- 🏠 Document and track required program outcome measures, respond to requests for information in a timely manner and collect and enter data into data management systems such as the HMIS and Cal Aim systems.
- 🏠 Perform other duties as assigned.

### **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 compassionate service.
- 🏠 Maintain confidentiality and boundaries related to all program participants.
- 🏠 Communicate clearly with supervisor.

### **Written & Verbal Communication Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Demonstrated ability to effectively present information and respond to questions from groups and individuals.

### **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.

#### Competitive Benefits:

- 🏠 100 % Employer Paid Medical, Dental, and Vision Insurance
- 🏠 403 B match
- 🏠 100 accrued vacation hours (2 ½ weeks)
- 🏠 13 paid holidays off
- 🏠 12 Sick days annually
- 🏠 Employee Assistance Program
- 🏠 Comprehensive list of benefits included in the Employment Offer letter.

#### To Apply:

Send resumes to [careers@hbofm.org](mailto:careers@hbofm.org)

*\*\$28-\$30 per hour DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 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.*