



Job Description: Housing Case Manager

Position Title: Housing Case Manager

Position Summary: The Housing Case Manager will work with a Case Management team to serve individuals experiencing homelessness primarily through Shelter House and drop-in clients from the community. This position is responsible for assisting clients in finding and maintaining stable housing as they move beyond homelessness.

Reports To: Housing Stabilization Manager

Key Responsibilities:

1. Perform client intakes and maintain participant files within timelines.
2. Assist clients in locating permanent housing options.
3. Build relationships with area landlords and property managers.
4. Negotiate Fair and Reasonable Rents and complete contracts with landlords & property managers.
5. Complete habitability and lead paint inspections of rental units.
6. Complete home visits with participants and provide ongoing support services and referrals to mainstream resources.
7. Provide follow-up to ensure housing stability of participants.
8. Assess client's ongoing need for support/financial assistance.

Other Responsibilities:

1. Carry a cell phone at all times when on duty or when on-call. Respond to issues in a timely and professional manner.
2. Transport clients when necessary.
3. Maintain all required documentation, including client files and case notes according to HUD guidelines.
4. Other duties as assigned.

Position Qualifications:

- Knowledge, skills and abilities consistent with Bachelor's degree in human services related field, or minimum three years related experience.
- Minimum of one year direct care experience with persons with mental illness or developmental disabilities.
- Ability to act responsibly in a crisis and use good judgment.
- Proficiency in Microsoft PC and Windows applications.
- Good written, verbal, and interpersonal communication skills.
- Possess a valid driver's license and reliable transportation to get to and from work shifts.
- Possess working knowledge of state and federal regulations pertaining to Fair Housing and HUD.

Salary is commensurate with experience. This position is a full-time position with health, dental, and retirement benefits. Interested applicants should send three references, a cover letter, and resume to Debbie Peck, at hr-staff@shelterhouseiowa.org Applications will be accepted until the position is filled. Shelter House is an Equal Opportunity Employer and United Way Agency.