

JOB DESCRIPTION

Position:	Housing and Stabilization Case Manager
Reports to:	Family Shelter Director
Salary:	Between 44,000 and 52,000 per year
Hours of Work:	40 hours per week
Location:	YWCA Cambridge, Central Square

The YWCA Cambridge is dedicated to eliminating racism, empowering women and promoting peace, justice freedom and dignity for all.

Qualifications:

- Bachelor's degree in the social service field, or equivalent work experience;
- Three to five years of case management experience with a focus on housing placement and landlord engagement;
- Knowledge of homelessness and housing issues and the resources available to develop long-term solutions;
- Strong advocacy skills and dedication to helping homeless people move beyond the shelter;
- Ability to respond responsibly in emergency and crisis situations.
- Ability to work with a diverse population, with cultural competency and sensitivity to differences in religion, sexual orientation, race, age, and physical or mental illness.
- Computer skills including Google Suite, Microsoft Office, Database Management.
- Working knowledge of state and federal housing laws and tenant rights, and responsibilities;
- Bilingual, with an emphasis in English and Spanish (preferred);
- Demonstrated ability to work independently with good organizational skills

Description of the Position:

The Housing and Stabilization Case Manager reports to the Family Shelter Director and is a member of the Housing and Shelter Services Team and performs service based on the "Housing First" philosophy. The Housing and Stabilization Case Manager works individually with families to sustain permanent housing and the services to maintain housing

The Housing and Stabilization Case Manager is responsible for placing ten (10) families into stable housing, as outlined in the DHCD contract, by exploring all potential housing outcomes. Once established, the Housing and Stabilization Case Manager will continue to work with families for up to 12 months to ensure that families will remain stabilized.

DUTIES:

Responsibilities include but may not be limited to the following.

Rehousing Activities:

- Implements a Rehousing and Stabilization Plan within ten (10) days following each families intake into the shelter.
- Meets with families Bi-weekly to ensure families follow the Plan and provide guidance and support for families to reduce and eliminate housing barriers.
- Provide case management activities related to housing stability and coordinate referrals as needed.
- Schedule quarterly case conferences with community collaborators to check in on the family's progress of goals outlines in the Rehousing and Stabilization Plan.
- Assistance families with applications and documentation to apply for subsidized housing.
- Work with HomeBase to secure HomeBASE Household Assistance benefits for families.
- Develop and implement strategies for families to present themselves successfully to potential landlords.
- Negotiate with real estate agents and landlords to secure apartments for families.
- Maintain appropriate case management documentation to complete required data fields in ETO/AISIST.
- Establish ongoing working relationships with all local and Regional Housing Agencies, landlords, and other housing providers.

Stabilization Activities:

- Maintain monthly contact with families once they are placed by conducting home visits and monthly check-ins with landlords to ensure that any developing problems are resolved quickly.
- Ensure families access and utilize public and private supports to support housing retention.
- Encourage families to continue their movement to family independence according to goals outlined in the stabilization plan.
- Advocate for families in any housing court appearances.

Additional Activities:

- Provide occasional on-call support during times of crisis or natural disasters.
- Attend Association and Department meetings.
- Collect and report program data, including but not limited to HMIS reporting and funders' required data.
- Maintain accurate daily logs records, monthly outcome reports, and files for each client.
- First Aid/CPR/AED certification will be required to be obtained within the first 120 days of employment.

The YWCA Cambridge encourages applications from individuals regardless of race, color, ethnic origin, religion, ability and sexual orientation.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

***Submit Letter of Interest and Resume by February 5, 2021 to:
Human Resources, YWCA Cambridge***

HRresumes@ywcacam.org

Candidates will be subject to a criminal records check (CORI).