

Position: Stabilization Case Worker for ESG & CDBG Grant
Status: Full time, benefits eligible, non-union
Temporary: up to one year with potential to extend, depending on funding
Reports to: Director of Housing Advocacy Program

The City of Somerville has received grants designed to provide rental assistance and rent subsidies as a response to COVID-19. Because of its experience with administering other types of emergency funds, CAAS has been selected to process and document requests from Somerville residents for assistance from these funds as well as offer ongoing case management for tenants of the program to receive ongoing rental assistance for a period of up to one year. This position will require data entry as a means to meet reporting requirements.

Duties will include:

- Processing requests for funds which includes, but is not limited to
 - Establishing eligibility
 - Gathering relevant information and documentation required to complete application
 - Following up as needed to complete a fund application
 - Completing check requests and forwarding to the Director of Housing Advocacy Program
- Maintaining client files of all required documents and update as needed
- Completing referrals as relevant to apply for other sources of financial assistance
- Coordinating with Housing Advocates and Benefits Specialist (part of the HAP team) to provide assistance
- Enter data related to each client served into HMIS to track federally funded grants for rental assistance and long-term rental subsidies
- Serve as the liaison with HMIS technical assistance
- Ensure integrity of information contained in the database system
- Oversee the collection of information for required reports.
- Generate required reports for the City, and for internal and Board review and analysis.

Qualifications:

- Experience providing case management to low-income families and individuals connecting to services such as job training programs, public benefits, mental health services, etc.
- Experience doing Housing Search and Stabilization is a plus
- Familiar with crisis intervention strategies
- Associate's degree in Human Service or advanced or related field
- Ability to gather and record information accurately
- Familiarity with the data and reporting requirements of HMIS is preferred
- Excellent verbal and written communication skills

- Bi-lingual in Spanish, Portuguese and/or Haitian Creole strongly preferred
- Ability to relate to people across a wide cultural, educational, and ethnic spectrum

It is envisioned that, at least initially, this position will work remotely. Easy access to CAAS staff and resources will be provided, with necessary tech support.

Interested candidates should apply to: jgrogan@caasomerville.org