

## DuPage PADS Employment Opportunity

**Position:** Interim Housing Case Manager

**Summary:** This position is responsible for intake, assessment, case coordination and referral services; coordinating night shelter assistance; providing crisis interventions, and advocacy and education on behalf of clients and related issues.

**Reports To:** Interim Housing Coordinator

### **Responsibilities:**

1. Provide screening and intake of program participants who use the Interim Housing system.
2. Facilitate participant referrals.
3. Document and report any hospital calls or emergencies to the Interim Housing Coordinator.
4. Provide education and advocacy on behalf of agency programs, services, and clients with volunteers at Interim Housing sites.
5. Provide required program forms and information to the Interim Housing Coordinator or office staff according to expected deadlines.
6. Maintain nightly information log for the Interim Housing Coordinator and insure adequate site supplies are provided.
7. Attend and actively participate in all required meetings.
8. Other duties as assigned by supervisor.

### **Knowledge, Skills and Abilities:**

1. Excellent engagement skills.
2. Ability to work independently and work as part of a team.
3. Knowledge of issues related to homelessness and poverty.
4. Strong interpersonal skills.
5. Problem solving skills.

### **Qualifications:**

1. Bachelor's degree preferred, or equivalent work experience.
2. CADC or CARS Certification preferred.
3. Experience working with homeless or similar population a plus.

### **Other:**

1. Evenings and weekends required.
2. Must be on call during times the Interim Housing sites are open.
3. Provide own transportation.

**Classification Status:** Part-time non-exempt