

DuPage P.A.D.S., Inc.
Transitional Housing Program

Position Title: Case Manager

Job Description: This position is responsible for coordinating Case Management Services for program participants; working to insure Transitional Housing is obtained and maintained.

Reports to: Supportive Housing Coordinator

Responsibilities (to be performed with or without reasonable accommodation):

1. Provide screening and individual case management to participants; develop/modify transitional plans, contracts for employment plans.
2. Provide appropriate referrals to PADS staff and community agencies.
3. Provide the necessary direct services, including: assessment; evaluation; advocacy; life skills and education groups, and enrichment programs.
4. Access and insure that the necessary furniture and household items are available, delivered, and set up for each new transitional housing apartment.
5. Work with Volunteer "Community Support" Mentors from area congregations to provide support and ongoing training.
6. Prepare and maintain accurate confidential case files, contractual paper work, status reports, and fiscal records as required by funding sources.
7. Participate in regular case management meetings, ongoing supervision sessions, and staff meeting as scheduled.
8. Other duties as assigned by supervisor.

Knowledge, Skills and Abilities:

1. Excellent engagement skills
2. Effective written, oral and crisis intervention skills
3. Strong organizational skills with attention to detail
4. Ability to think conceptually and to be creative
5. Strong interpersonal skills
6. Problem solving skills
7. Ability to plan and analyze
8. Ability to work independently and work as part of a team
9. Computer literacy in Microsoft Word and Excel
10. Knowledge of issues related to homelessness and poverty

Qualifications:

1. Bachelor's degree in Social Work, or related field; C.A.D.C. preferred, or equivalent work experience.
2. Must have minimum of one-year experience working with homeless or similar population.

Other:

1. Flexible hours required
2. Provide own transportation

Classification Status: Full-time exempt