



Job Title: Case Manager

Employee Status: Part Time, Weekend Shifts

Department: Respite Program

Reports to: Program Manager

Company Overview

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission: to ease and end the crisis of homelessness in our communities. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County, supports this mission and everyone who works for or on behalf of BFHP understands and is dedicated to this mission and purpose. With programs ranging from free meal service to permanent supportive housing, BFHP provides a continuum of care to accommodate a broad spectrum of specialized needs. The Agency's mission is responsive to the constituency and communities served by it and of value to the society.

Position Summary

Under supervision of the Program Manager, this position will be responsible to provide case management and placement services to homeless individuals in order to facilitate their progress from homelessness to stability and eventually self-sufficiency.

Essential Duties and Responsibilities

- Responsible for client intake process, initial assessment, and case plan development.
- Provide daily wellness checks and support and problem-solving to clients living in the University & Harrison RVs & 5th St. house.
- Manage and distribute client supplies at all sites.
- Assist with meal distribution.
- Assist clients with daily living skills to include RV management and ADLs.
- Provide assistance with intensive housing and vocational resources to clients in the program.
- Coach and support clients as they transition from living on the streets to living indoors
- Develop individual housing case plans and provide ongoing housing search activities.
- Assist participants with financial literatures, eviction prevention, financial assistance applications and lease agreements.
- Maintain/update data (Client Enrollment Log) on a weekly basis.
- Create and maintain paper files and electronic (HMIS) case files to record all documentation.
- Maintain accurate records and prepare monthly statistical and narrative reports.
- Generate, analyze and organize reports to present to funders on a monthly basis.



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- Work closely with other agency case managers and counselors to ensure consistency in philosophical and practice approaches to services.
- Monitor the local housing rental markets by keeping abreast of market rental rates, supply and demands of housing and other related conditions.
- Develop partnerships with property managers and landlords throughout Alameda County and maintain a database of landlords and available properties.
- Develop and maintain relationships with all local Housing Authorities in Alameda County.
- Provide information about affordable housing options, housing subsidy programs (including the S+C and Section 8 lottery) to participants.
- Assist participants with review of lease agreements and move-ins.
- Provide Medi-Cal outreach. Facilitate Medi-Cal applications.
- Engage in referrals, coordination and monitoring of Medi-Cal Services
- Arrange and /or provide non-emergency, non-medical transportation to Medi-Cal covered services.
- Participate in program planning and policy development for Medi-Cal and Non Medi-Cal clients.
- Perform other tasks as assigned by supervisor.

Qualifications, Skills and Abilities

- Bachelor's Degree in Social Services or related field preferred.
- Commitment to serving homeless individuals. Prior 3 years' experience providing case management services to homeless and low income individuals and individuals with mental health or substance abuse issues.
- General knowledge of local community resources.
- Proficiency with PC Computer systems and Microsoft Office (work, excel).
- Must have a valid CA driving license and clean driving record.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Types: Part-time, Temporary

Pay: \$25.75 per hour