

Housing Case Manager (Temporary Full time)

Berkeley Food & Housing Project – Oakland, CA

Job Description

Berkeley Food and Housing Project (BFHP) has a clearly stated mission and purpose: to ease and end the crisis of homelessness in our community. Every program supports this mission and everyone who works for or on behalf of BFHP understands and is loyal to this mission and purpose. The Agency's mission is responsive to the constituency and communities served by it and of value to the society at large.

Program Description

A Pathway to Housing for Homeless Veterans – join a team that assists Veteran families experiencing homelessness to attain housing placement and housing stability. BFHP is expanding on our successful Supportive Services for Veteran Families (SSVF) Roads Home program to connect very low-income homeless individuals and families with permanent housing. The program provides street and venue-based outreach, case management, permanent housing placement, temporary financial assistance, employment assistance, and assistance in obtaining VA and other benefits. The program will work with all participants to develop and carry out action plans that improve their health and wellness.

Position Summary

The Case Manager is responsible for the provision of case management and housing stabilization services to homeless veteran households assisted through the Roads Home Program. The Case Manager provides a variety of services to address housing barriers and to increase housing stability, including service coordination to ensure that participants are connected to the VA and other necessary supportive services.

Case Management Responsibilities

- Conduct and document initial screening and eligibility determination for all new client referrals
- Provide street and venue based outreach to homeless veterans
- Provide intensive housing and vocational case management to veterans and their families.
- Conduct home visits
- Actively involve clients in the design and delivery of supportive services by ensuring they have an active voice in their goal/service plans.
- Collaborate with the Housing Specialist to maintain positive landlord relationships.
- Develop individual budgets and service plans with each veteran client.
- Provide service coordination and linkage including: Veteran Services Enrollment, crisis intervention, vocational and employment assistance, general health and dental services, income support and benefits, substance abuse treatments, mental health services and consumer and family involvement.
- Conduct weekly meetings with participants to identify short and long-term goals, money management, and employment/education issues.

- Assist participants in retaining housing and maximize their independence and self-sufficiency by providing linkage and referral to appropriate community services and resources.
- May assist clients with and train them on activities of daily living.
- Maintain and secure comprehensive case files and prepare and submit all programmatic reports as required.
- Provide information and recommendations to the Program Manager regarding program evaluation and modification to better meets resident needs, community needs, funding requirements and BFHP Mission.
- Co-facilitate housing clinics, groups and other HCMT activities
- Oversee and coordinate SSVF client intake process and initial assessment; create and maintain new client files electronically
- Responsible for maintaining HMIS database records, including client intakes, program entry and program exit
- Ensure that all data is entered into HMIS within 24 hours of service delivery
- Participate in department staff meetings and case conference
- Perform other related duties as required by supervisor

Qualifications

- BA/BS in social work or related field
- Minimum of two years previous case management experience preferred
- Experience working with veterans strongly preferred
- Knowledge of homelessness, mental health and substance use required
- Excellent knowledge of local housing market

Job Types: Full-time, Temporary

Pay: \$25.75 per hour