

JOB POSTING

POSITION: HOPWA Housing Specialist/Case Manager
DIVISION: Youth, Family and Health Services
EMPLOYMENT CLASSIFICATION: Full-time
SOC CODE: 21-1090

LOCATION: 76 Clinton Avenue, Newark, NJ
REPORTS TO: Health Services Unit Manager
FLSA STATUS: Non-exempt
COMPENSATION: *Commensurate with Experience and Education*

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements

POSITION SUMMARY:

- Under the general direction of the Health Services Unit Manager, the HOPWA Housing Specialist/Case Manager provides housing assistance and related supportive services for persons living with HIV/AIDS and their families.

RESPONSIBILITIES AND DUTIES:

- Volunteerism is encouraged at La Casa's sponsored events.
- Other duties may be assigned to meet business needs.
- Sustains and manages a case load that is consistent with the annual contractual obligation of the program.
- Provides assessment and develops service plan together with the client that is comprehensive in nature and addresses all major life areas (psychosocial, medical, financial, etc.), and which can identify barriers to obtaining permanent housing, employment and/or self-sufficiency.
- Implements a case management process that includes intake, needs assessment, development of individual/family service plan, implementation of plan and coordination of services, monitoring of individual/family service plan, update/revise individual/family plan, follow proper discharge and closure procedures due to consumer request, agency termination or consumer death.
- Determines clients' eligibility and ensures program compliance requirements are met as specified in the supportive service agreement.
- Refers clients to the appropriate services based on their needs.
- Responsible for developing an efficient plan to succeed in helping clients obtain and secure affordable permanent housing within the five year program limit.
- Specialist/Case manager guarantees a consumer's right to privacy, confidentiality, adhering to HIPAA guidelines, self-determination, non-discrimination, compassionate and non-judgmental care, dignity and respect, and quality case management services.
- Develops and maintains professional relationship with clients, ensuring boundaries are upheld.
- Conducts off-site and home visits as needed.
- Responsible for all data collection, data entry and timely submission of reports and programs evaluations, including the Homeless Management Information System (HMIS).
- Participates in health fairs, community events, and other community outreach related activities as assigned. Information gathered this activity will be used to develop a resource directory/guide.
- Coordinates and/or facilitates educational workshops on topics such as financial management, landlord/tenant rights responsibilities, nutrition, medical care, entitlement benefits and related topics as needed.
- Assists in preparing monthly, quarterly and final reports to funding sources and administration.
- Attends professional meetings, educational conferences, and in-service trainings in order to maintain and improve professional competence.
- Participates in community/public events sponsored by the center/agency.
- Administers and observes the organizations office operations, policies and procedures.

EDUCATION AND/OR EXPERIENCE:

- AA degree in Human Services, or a related field, with 5 years of experience in the non-profit sector.
- Knowledge of the psychosocial issues impacting HIV positive population.
- Knowledge of legal and ethical issues related to participants rights; including privacy.
- Excellent written and oral communications skills including public speaking and written reporting.
- A problem solver and self-starter who demonstrates the ability to think fast on her feet; a team player; able to multi-task; attentive to detail.
- Strong computer skills including experience with MS Office applications, using the Internet and database management.

REQUIREMENTS AND PHYSICAL DEMANDS:

- Must have a valid New Jersey Driver's License.
- Professional attire required.
- Required to sit or stand for long periods of time.*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCHEDULE:

- Monday and Thursday: 11:00 am – 7:00 pm and Tuesday, Wednesday and Friday 9:00 am – 5:00 pm
- Some Saturday and Sundays will be required. Employees will be provided with advanced notice.
- Ability to travel as needed (in-town and out-of-town trainings and conferences)

TO APPLY:

- Please email your resume with cover letter to yfhsrecruiting@lacasank.org. Only candidates being considered for an interview will be contacted.

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.