



EMPLOYMENT OPPORTUNITY

Job Title: Housing Case Manager (DuPage County)
Supervisor: Housing Coordinator
Location: Aurora, IL
Job Type: Exempt, Full-Time
Salary: To be discussed at Interview

Description:

The Housing Case Manager provides housing identification & placement assistance, regular assessments, referrals for needed services and stable housing supports for homeless or unstably housed individuals in the scattered site housing program serving DuPage County.

Duties:

- Assists with the coordination of placement of households into available housing units; develop relationships with respective property management/services to promote positive relationships/stability, participate in wellness checks and unit inspection follow-up if needed.
- Along with the client, develops individualized service plans and make the appropriate referrals to needed services.
- Advocate and support clients' access to needed resources such as food, clothing, medical care, medicine, medical equipment, behavioral health services, social, recreational opportunities, benefits/entitlements and other resources as needed.
- Works with Patient Centered Medical Home staff to provide case management services that focus on improving participants' health outcomes, quality of life and self-sufficiency indicators and long-term housing stability.
- Complete as needed psychosocial screenings and assessments within 30 days of intake and facilitate access to behavioral health services.
- Complete as per ODHC Standards for Housing Service Delivery all required assessments, reassessments and certifications.
- Responsible for maintaining all applicable and required documentation.
- Support residents to develop or enhance life skills and assist resident to increase involvement in social and civic life, as necessary.
- Provides support in conflict management issues and episodes with disruptive clients.
- Responsible for data entry & client record-keeping. Data entry for client-level progress notes, reassessments, clients applicable reporting and monitoring in a timely and accurate manner.

- Participate in monthly file audits, monitoring audits and electronic data audits as applicable.
- Attends required housing and cultural competency trainings as designated.
- Utilizes Housing First and Harm Reduction service philosophies and provides services in a manner that is sensitive to participants' cultural, gender, and social identities.
- Work in compliance with necessary regulations; HUD, HOPWA, HIPAA and Illinois AIDS Confidentiality laws.

Requirements:

Language: Bi-lingual spoken and written (English, Spanish)
 Travel: Local travel is required 50% of the time.
 Experience: Minimum of 3-year of related work experience
 Education: Bachelor's degree in Social Work, Human Services, Psychology, Counseling or related.

- Must have valid Illinois driver's license and access to a car.
- Basic computer skills, proficiency in Microsoft Office (Excel, Word, Outlook).
- Strong organizational skills, written and verbal communication skills.
- Demonstrate clear professional boundaries and act in a professional manner.
- Ability to work within a multidisciplinary environment with an emphasis on teamwork.
- Skills in housing & services resource identification and acquisition.
- Experience in substance use and mental health fields. Knowledge of crisis prevention, intervention, goal setting and resolution techniques.

How to Apply:

Please send you resume to humanresources@odhcil.org

While all applications are appreciated, only candidates selected for the interview will be contacted.

It is the policy of Open Door to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, ethnic origin, gender, gender identity, age, marital status, veteran status, sexual orientation, disability, or any other basis prohibited by applicable federal, state, or local law.