

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Case Management Coordinator POSITION#: 50121594

PROGRAM: Homeless Services/ Housing Department

LOCATION: Woods Mullen Shelter/Long Island Shelter

SUPERVISOR: Social Services Administrator

SALARY: \$747.25 – 824.95 weekly, DOE

HOURS: 35 hours per week, Monday to Friday, 10am to 6pm

DUTIES:

Responsible for the overall operation, supervision and development of the Homeless Services Housing Department. The department provides assistance with housing placement and retention to clients of the Long Island and Woods Mullen Shelters. Responsible for recruitment, training, scheduling and direct supervision of assigned staff.

Assists clients of Homeless Services emergency shelters in all facets of housing stabilization and retention.

Provides follow up housing stabilization services to individuals placed in housing, including assistance with paying rent and utilities, helping to resolve landlord/tenant problems and connecting individuals with community resources and supports. Assists clients with obtaining furniture and moving into housing.

Coordinates community integration activities for clients, teaching life skills and independent living skills necessary for succeeding in permanent housing.

Coordinates referrals to Boston Housing Authority and assists in placements and housing search process.

Hosts community based housing agencies (BHA, HomeStart, etc.) in providing on site housing search assistance. Completes intakes and assessments on shelter guests to determine needs and eligibility for services and public benefits. Provides case management, crisis intervention and supportive counseling to clients. Provides substance abuse counseling to program participants. Provides case management, crisis intervention and supportive counseling to clients. Coordinates the delivery of services and referrals in areas of family reunification, DSS, obtaining benefits, etc. Provides support and assistance to clients with legal issues (probation, parole, courts).

Maintains up to date and accurate service plan contacts, and progress note records for the department.

Works in a multi-disciplinary team approach with other social service, work rehab and health services departments of the shelter.

Develops and facilitates budgeting, money management and other life skills groups. Participates in weekly social service treatment team and other assigned meetings and trainings.

Collects data and prepares reports for funding sources and bureau

Shares in emergency on-call beeper rotation.

Performs other duties as required.

MINIMUM QUALIFICATIONS:

BA/BS with minimum of 1 year supervisory and 2 years human service experience OR Associate's degree with 2 years supervisory and 3 years human service experience.

Certified Substance Abuse Counselor, (CADAC, CAS) or Licensed Alcohol and Drug Counselor (LADC) preferred.

Previous experience working with homeless, diverse ethnic, racial and low-income populations with an understanding of mental health, substance abuse and recovery issues.

Strong organizational and communication skills. Knowledge of Boston area social service agencies.

Ability to work in a team atmosphere. Strong computer skills required.

Valid driver's license and good driving record. Bi-Lingual/Spanish speaking preferred.

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston residency required, or willingness to relocate.

REQ #: PHC 3011