



## Housing and Intensive Case Manager

**Location:** Bloomsburg, PA  
**Compensation:** \$20.52 per hour  
**Status:** Full-Time (37.5 hrs./wk.)

**Job Description:** Caring Communities Case Management Program aims to provide strength-based, culturally appropriate care planning and support to persons living with HIV or AIDS who are homeless or at-risk for homelessness. The Housing and Intensive Case Manager will conduct housing assessments and connect clients to emergency shelter in hotels, finding a new residence, or providing financial assistance to maintain stable housing in a six-county region.

### Essential Duties and Responsibilities:

1. Complete housing assessments with individuals experiencing or at-risk for homelessness.
2. Connect individuals with housing resources within the agency or other community programs/resources, as well as short-term hotel placements.
3. Provides strength-based case management services to housing clients, as well as other identified clients in need of more intensive support. Provides support services such as individual housing and or service plans, problem solving, goal setting, linkages to community programs, information and referrals.
4. Monitor service delivery by maintaining regular contact with client and service providers/programs involved with the client.
5. Identify and collaborate with local, state and federal programs that provide housing related services or resources. Assist clients with any necessary applications needed to enter those programs.
6. Assist customers in determining other areas of need, including, but not limited to employment, education and financial needs.
7. Assure that clients are living in safe and healthy conditions by conducting initial and annual housing habitability standard inspections.

### Requirements

#### Education

- Bachelor's degree in social work, sociology, or related field from an accredited university.
- A combination of work and education will be considered.

#### Experience

- At least 1-3 years of experience providing housing case management related services.
- At least 1-3 years of experience providing trauma informed case and crisis intervention preferred.

**Knowledge, Skills and Abilities**

- Ability to read and speak in Spanish preferred, but not required.
- Knowledge of local, state and federal housing programs preferred.
- Ability to work independently as well as a member of a group/team.
- Ability to communicate effectively with persons of diverse social, economic, cultural, age, sexual and racial backgrounds.
- Maintain required job knowledge, skills and core professional competencies.
- Ability to organize work, set priorities, exercise independent judgement and to demonstrate flexibility in balancing the needs of the program and clients.
- Ability to input and maintain accurate records, perform research and compile data.
- Ability to attend departmental and all-staff meetings as directed, staying informed of ongoing changes in the department and organization.
- Ability to operate agency and department specific software systems, standard office equipment (machines, tools and devices) used in performing essential functions including computer related equipment, copiers and telephones.

**Physical Requirements or Licenses**

- Ability to lift and move up to 35 pounds.
- Valid driver's license required. Travel throughout the 6-county region and beyond is a regular part of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Benefits:**

- Health, vision, and dental insurance
- 401(k)
- Professional development opportunities
- Generous vacation, sick, and personal days
- 15 paid holidays off per year

**Application and Hiring Process**

Interviews will be on a rolling basis until the position is filled. Initial applicants will be reviewed beginning on February 22, 2022. Those candidates selected for further consideration will be contacted with five business days of the initial review process to schedule an interview. Interviews may be conducted virtually or in person.

Selected candidates must be able to provide three professional reference and they will be required to provide or completed a PA Criminal Background Check, FBI Background check, PA Child Abuse Clearance and Drug Screening.

Please submit resume and cover letter to:

Caring Communities  
Attn: Office of the CEO  
67-69 Public Square, Suite 508  
Wilkes Barre PA 18701

**NO CALLS OR VISITS PLEASE!**

Caring Communities provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic information, sexual orientation or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

For information on Caring Communities visit our website at <https://www.caringpa.org/>