



## JOB OPENING

### Housing/Stabilization Case Manager

The **Housing/Stabilization Case Manager** is responsible for the coordination and delivery of quality direct case management and stabilization services for Revision Family Home residents and their families. S/he is also responsible for providing housing advocacy and aftercare services that help to support retention in permanent housing.

**Schedule/Days:** Monday-Friday (40 hours/week): Monday 12 pm-8 pm, Tuesday-Friday 9 am-5 pm, **Rate:** \$18.04/hr

#### **Brief description of the essential functions:**

- Work collaboratively to assist the clients/residents in obtaining permanent housing and address any barriers.
- Develop and monitor service plans as required by the Department of Housing and Community Development.
- Complete all internal and external designated reports/databases and maintain effective documentation and record keeping including the logs, client case files, and other programmatic needs accurately and in a timely manner as directed by the supervisor
- Develop, coordinate, and facilitate groups and workshops
- Develop and maintain service linkages to support clients/residents and their families, including developing relationships with local service providers.
- Transport clients/residents to housing, legal, and medical appointments as needed.
- Ensure arrangement of clinical case conferences and implementation of aftercare planning.
- Maintain building security including curfew and all procedures, according to program policies and protocols of the residences.
- Conduct outreach to potential landlord and maintain an update housing resource database.
- Develop and coordinate a system for follow-up/outcome measurement for up to 12 months post discharge.

#### **Qualifications:**

- Bachelors degree is preferred and/or a minimum of one year of case management experience or one year of experience as a housing advocate and an openness to harm reduction philosophy.
- Knowledge of family shelter services or residential services.
- Experience working with DTA and/or homeless population.
- Must be at least 25 years of age.
- Valid Massachusetts driver's license with a safe driving point of 98, 99, 00, 01, 02 or 03.
- Demonstrated ability to work successfully in multi-cultural settings with diverse client groups, including those with mental health issues.
- Proficient computer skills, including the use of Microsoft Word and Excel.
- Strong organizational, writing and communication skills.

#### **About us**

Victory Programs operates 19 innovative health, housing and prevention programs throughout Greater Boston, Cambridge and Topsfield. Every year we help more than 3,200 individuals and families break down barriers to a brighter future. Our programs serve people who are facing homelessness, drug and alcohol addiction, mental illness or chronic illnesses like HIV/AIDS and provide them with the tools needed to support healthy, self-sufficient lives.

Our **benefit program** includes a 75% health and 25% dental employer premium contribution, 100% employer paid disability and life insurances, 19 days of earned time in your first year, sick time, personal days, tuition remission, and a retirement savings opportunity.

**How to apply:** Please visit our website [www.vpi.org](http://www.vpi.org) and click on **Career Opportunities**