



## 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, Tuesday, Thursday, Friday 9am-5pm; Wednesday 12 pm-8 pm  
**Rate:** \$19.78/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**