

Case Manager JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

The Case Manager works directly with the chronically homeless residents in the Permanent Supportive Housing Program and reports directly to the Case Manager Supervisor. This position provides on-going support in developing independent skills and overcoming barriers to the homeless residents and works closely with the Supervisor to ensure timely and excellent service is provided to the residents. This position is part of the Permanent Supportive Housing Department. This position is a limited-term position while SSF manages three HUD funded projects and will start May 25, 2023. These projects are the Friendship Housing, New Community and Shared Community projects.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment and is mandatory for all SSF staff- full-time, part-time, and independent contractors. Vaccination documentation must be provided to SSF no later than the first day of employment. Vaccination information is completely confidential between the staff member and HR. Reasonable accommodations will be considered as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Maintains a caseload of 30-50 chronically homeless individuals.
- Maintains regular weekly visits to all housing sites.
- Conducts the participant's intake assessment and assist each participant with developing an Individual Case Plan within 60 days of established residency.
- Completes HMIS intake with in the same day of established residence.
- Maintains, inputs, and exits participants from the Housing Programs HMIS system.
- Completes weekly case notes on all participants and documents all interactions and incidents in client files.
- Completes a six month progress report to keep records of participant progress towards achieving his/her goals in the individual service plan.
- Provides crisis interventions and respond to participant's situation in an appropriate manner.
- Provides employable participants with job leads or job training opportunities.
- Advocates on the behalf of the participant, follows up with applications, and assists in scheduling appointments, transports and performs additional follow up on behalf of the participant.
- Completes life skills assessments within the first 60 days and every six month thereafter. Maintains the life skills assessment data for annual reporting.
- Comprehends and adheres to ethical standards and confidentiality laws.
- Participates in weekly program case staff meetings.
- Maintains and updates participants' files to meet contract and audit standards.
- Establishes and maintains positive relations with the public, funding agencies, participants and other staff.
- Participates in SSHH in-service and outside training as directed.
- Ensures individuals served are treated with dignity and respect.

Case Manager JOB POSTING

Other Responsibilities:

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills and abilities:

- Excellent customer service skills and ability to work effectively with others.
- Attention to detail and consistent processes; willingness to be transparent about processes.
- Experience working with individuals/ families experiencing crisis and instability.
- Consistency in communication and standards.
- Knowledge of HMIS, Google Suites and Microsoft Office.
- PSH Case Manager experience.

Education and/or Experience:

Bachelor's degree (B.A.) in Social Work or related field from four-year college or university; or at least two years related experience and/or training; or equivalent combination of education and experience. Requires general knowledge of issues of homeless, mental health, substance abuse, and Case Management Techniques.

Compensation and Benefits:

Compensation range: \$20-\$22/hour; DOE.

Full-time, non-exempt, limited term position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays. The start date for this position is May 25, 2023. This position will remain open until filled.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.