

## CASE CONFERENCING COORDINATOR 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 Conferencing Coordinator position will coordinate Case Conferencing Specialists responsible for supporting referral specialist and community partners by convening weekly case conferencing meetings to problem-solve and address barriers to housing people experiencing homelessness in permanent housing.

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

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

- Coordinates the effective facilitation and convening of weekly meetings with service providers.
- Ensures the completeness and accuracy of tracking tools and documents to support referral team and community partners in managing placements into housing.
- Engages in elevated problem-solving with community partners to resolve housing barriers.
- Supports and ensures the implementation of best practices with case conferencing.
- Fosters and innovates relationships with non-traditional partners to case conferencing practices and seek to implement connections to non-housing supports; employment, behavioral health, life-skills, etc.

**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:**

- Familiar understanding of HMIS, the CoC and the CAS. Knowledge of other systems (DHA, BHS, SHRA) a plus.
- Knowledgeable of community resources, especially from non-HMIS affiliated organizations.
- Strong written and oral communication skills.
- Experiencing in presenting to groups and facilitating meetings.
- Demonstrated commitment to honesty, integrity and transparency.
- A deep passion for working with people experiencing homelessness (prior lived experience a plus).
- Experience with the following software: Google Suites, Microsoft Office, and Asana.

**Education and/or Experience:**

Bachelor's degree (B.A.) from four-year college or university; a degree in sociology, social work, psychology, or other relevant fields. Minimum of five years in direct service work to people experiencing homelessness and/ or personal lived experience of homelessness. At least 2 years experience related to case conferencing/coordinating.

**Compensation and Benefits:**

Compensation range - \$27- \$40/hour;DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

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**To Apply:**

If you qualify, please submit your application, cover letter and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#).

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](mailto:jobs@sacstepsforward.org).