



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

<i>Job Title:</i>	Housing First Caseworker
<i>Department:</i>	Family & Community Services
<i>Position Status:</i>	Non-Exempt, Part-Time
<i>Expected Pay Rate:</i>	\$21.00/hour
<i>Supervised by:</i>	Program Manager

General Statement of Duties:

The Housing First Caseworker provides assistance to unsheltered individuals that have been referred by either the local Assertive Community Treatment (ACT) team or the Safe Options Support (SOS) team. This caseworker completes intake and assessment with individuals referred to the program and provides case management services focused on housing.

Specific Management Duties:

- Conducts assessments & provides services to clients referred by ACT or SOS
- Assists clients with completing applications for housing and financial assistance
- Refers clients to appropriate and relevant services based on their individual needs, goals, and abilities
- Maintains a caseload of clients
- Utilizes OMH Supported Housing guidelines and Housing First principles to create, implement, and monitor comprehensive care plans and goals
- Collaborates with the referral source and care team to obtain additional support for clients, including services such as home care, medical, dental, legal, etc.
- Other related duties, as assigned

Required Knowledge and Skills:

- Verbal and written communication skills
- Time management and self-initiation skills
- Computer technology skills, including proficiency with MS Office

Qualifications:

- High School Diploma or equivalent plus 2 years of experience in a human services-related field is required
- Associate Degree in human services or related field is preferred
- Experience with trauma-informed care practices, unsheltered homeless, and behavioral health services

Additional Expectations:

- Must work the expected 24 hours per week with some flexibility for occasional evening hours
- Must have a valid NYS Driver License, an acceptable driving record, and adequate auto insurance coverage
- Must comply with Agency and program policies and procedures
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee

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