

**LOWENSTEIN HOUSE, INC.  
JOB DESCRIPTION**

**HOUSING CASE MANAGER**

<b>Exempt:</b> Yes	<b>Grade:</b> 6	<b>Starting Pay Range:</b> \$28,971 - \$34,185
<b>Department:</b>		
<b>Supervised By:</b> Program Director		
<b>Date Last Revised:</b> January, 2019		

**POSITION SUMMARY**

The Housing Case Manager provides housing placement, case management, support services and homeless prevention services to assigned program members. This position is responsible for providing assistance to members in all levels of housing appropriate to their needs.

**RESPONSIBILITIES**

1. Works with Lowenstein House members in securing adequate housing based on individual needs. Screens individuals for placement in Lowenstein housing and other residential facilities.
2. Assesses members housing needs; places them in appropriate residential settings in the community; develops housing plans with short and long term goals for each member on caseload. Follows up on members placed in the community.
3. Provides case management services and assistance to assigned program members. Provides assistance in securing transportation services, referrals for counseling, medical services, I.D. cards, etc., in facilitating their participation in the Lowenstein House program.
4. Works with other housing programs and resources in the community to assist members with their housing needs.
5. Transports members as necessary for various appointments or other needs, e.g., to obtain certifications, income verification and other daily living needs.
6. Monitors members' progress and coordinates members' mental health needs with doctors, mental health centers, other case managers, etc.
7. Provides training in life skills to members residing in Lowenstein housing.
8. Conducts a weekly workshop on independent living skills. Completes semi annual residential status surveys on all Lowenstein House members.
9. Maintains up-to-date materials and information on housing programs and housing resources, e.g., vouchers, subsidies, etc. available to members. Coordinates access to available resources with members.
10. Maintains other required documentation and paperwork.

12. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**MINIMUM REQUIREMENTS**

- Bachelor's Degree in Psychology, Social Work or related field, or two years college and two years relevant work experience.
- Valid driver's license

**OTHER SKILLS AND ABILITIES**

- Ability to function with a high degree of initiative, creativity and independence
- Possesses basic computer skills
- Ability to work with and relate to a diverse group of people
- Ability to communicate clearly and effectively both orally and in writing

**PREFERENCES**

- Psychosocial rehabilitation experience
- Mental health or social service experience
- Familiarity with housing programs and resources
- Familiarity with social service agencies and other community resources