



**Job Title:** STEHP Case Manager (Part Time, Non-Exempt)

**Programs:** STEHP

**Reports to:** Program Director

**Job Category:** Coordinator/Case Manager

Case Managers provide individuals and families with case management and support to cope with physical, medical, social, financial, and psychosocial needs. Responsible for screening and interviewing potential clients, developing action plans and goals with client, connecting client with additional resources including training, education, healthcare, and financial, assisting client with problem solving, providing support and encouragement and monitoring client success.

**Hiring Range:** \$16.00- \$20.00 per hour

**Job Summary:**

The STEHP Case Manager will deliver services per the Solutions to End Homelessness Program (STEHP) grant requirements for individuals and families experiencing or at risk of homelessness. This position is approximately 18-20 hours per week with some evening work and flexibility needed for client needs and involves traveling to client homes in the Fulton Montgomery service area.

**Job Duties and Responsibilities:**

- Coordinate the Solutions to End Homelessness Program Rapid Rehousing services to the homeless population throughout Fulton and Montgomery Counties. Meet all grant obligations as identified in the contract.
  - Meet with potential clients to assess eligibility and assist with the application process.
  - Process financial payments to landlords per agency and HUD approved procedures
  - Provide ongoing case management to include maintenance of case files.
  - Work closely with landlords and property managers.
  - Coordinate services with appropriate agencies for additional services.
- Meet with community members, landlords, businesses, local service organizations, school district officials and other concerned neighbors within Fulton & Montgomery Counties to promote CAPTAIN CHS and the STEHP program as needed.
- Complete reports for funding sources and agency administration.
- Ensure all quarterly and annual reports are completed and submitted on time.
- Complete and document 10 hours of job-related training per year.
- Perform other related work as assigned.

**Skills Required:**

- Ability to work with all ages and income levels.
- Knowledge of community resources.
- Positive image for CAPTAIN CHS and a dedicated client advocate.

- Networking and public relations skills.
- Able to work flexible and irregular hours as needed.
- Able to multi-task and work in a team environment.
- Solid working knowledge of Microsoft Office products, social media sites and some web based applications.
- Familiarity with Bridges Out of Poverty constructs (training provided)

**Qualifications:**

- Bachelor's (preferred) or associates degree from an accredited college or university in human services, counseling, education or related field and minimum of 2 years' experience in the field of human services.
- Must possess a valid NYS Drivers License, clear a DMV check through the Agency insurer, and provide evidence of appropriate insurance coverage.
- Excellent organizational and interpersonal skills, flexibility and initiative.
- Good communication skills and proven ability to work with adults, adolescents and children.
- Ability to lift up to 50 lbs.

**Employer Disclaimer:**

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an "at will" employment relationship.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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