

Housing Stabilization Case Manager

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic and sexual assault.

Job Summary:

The Housing Stabilization Case Manager will work directly with individuals and families within Rhode Island's Coordinated Entry System who are experiencing homelessness by providing short-term, solutions-focused crisis intervention and resources to participants who are not eligible for homeless system resources or for whom no resources are currently available.

Principal Duties and Responsibilities:

- Advocate for the mission of the organization and promote the vision and direction of the agency's values;
- Deliver services with safety, respect, and effectiveness;
- Follow all policies and procedures of the organization;
- Utilize diversion skills to help those at risk of homelessness to identify immediate alternate housing arrangements, connecting them with needed resources, and identifying strengths and personal resources;
- Assist clients with housing needs that will include evictions, landlord negotiations, and access to community resources as needed;
- Maintain contact with Coordinated Entry clients on a scheduled basis, appropriate to their prioritized status and needs;
- Make referrals to supportive services in our community as appropriate and support client in navigating this process;
- Perform data entry by collecting assessment data and records to ensure all clients are tracked and that services and measurable outcomes are identified and documented in a timely manner;
- Has operational understanding and effective collaborative relationships with other community resources;
- Assess personal safety in each interaction and undertake due diligence in maintaining personal safety with homeless households that may be experiencing an adverse life circumstance, trauma, and/or exceptional emotional response to homelessness or risk of homelessness;
- Participate in ensuring confidentiality of service user assessment information related to all relevant legislation; and
- Perform other duties as assigned.

Skills and Abilities Required:

- Must be able to work effectively with individuals from various socio-economic, ethnic, and cultural backgrounds as well as populations that have experienced vulnerability, trauma, incarceration, substance use, developmental delays, compromised mental

wellness, brain injuries, literacy and numeracy issues, and/or other conditions or situations that have impacted housing stability;

- Must be solution-focused, exercise a wide degree of independent judgement, decision, and action on an ongoing basis;
- Ability to maintain confidentiality in all aspects of the work environment;
- At least 18 months experience in the human services field, such as advocacy or case management;
- Ability to work in a fast-paced environment;
- Must work well under pressure, be flexible, and able to multi-task;
- Knowledge of social casework principals, practices and techniques, and the ability to apply these effectively;
- Excellent oral and written communication skills.
- Computer skills and data entry required; and
- Bachelor's degree or certification/license in a social services/human services field.

This job description is intended to describe the general nature and level of work performed; the Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Life insurance
- Paid time off

Job Type: Full-time

Salary: \$19 per hour/\$37,050 annual