

## **Transitional Housing Case Manager**

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

### **Job Summary:**

Under the general supervision of the Director of Residential Services and according to established policies and procedures, has primary responsibility of case management of families for Transitional Housing Program.

### **Principal Responsibilities and Duties:**

- Conducts activities necessary to enroll and support individuals and their children in the Transitional Housing program;
- Records necessary information, explains resident rules, tours units, distributes necessary items, and initiates engagement activities;
- Responsible for implementing transitional services to individuals and families who are leaving the Safe Home or other living arrangement;
- Assists in developing long-term plan for economic stability through employment and/or job training program;
- Assesses aptitudes, interests, specific financial needs, and help client set realistic goals and timelines;
- Provides crisis intervention, advocacy and support to individuals and families in Transitional Housing Program;
- Assists in identifying immediate and long-term needs, reviewing options and setting goals and makes referrals as necessary;
- Maintains demographic statistics on residents in Transitional Housing Program and compile weekly and monthly reports through data entry;
- Represents agency at various local housing providers meetings as needed;
- Facilitates workshops on budgeting and individually set budget plan with heads of household;
- Facilitates weekly meetings as intervention, support, and life skills;
- Responsible for maintaining donations and inventory of donations received in conjunction with other Case Managers;
- Researches and creates links with established local and statewide employment and housing resources such as job banks, businesses, adult education programs, housing authorities, statewide housing organizations, etc.;
- Responsible for receiving, screening, all referrals;
- Assists with eligibility process and appropriateness for Transitional Housing;
- Responsible to provide rotating on-call weekend coverage for families as needed; and
- Additional duties necessary for the efficient operation of the agency.

### **Skills and Abilities Required:**

- A high level of interpersonal skills to provide support and assistance to clients;
- Verbal communication skills to represent agency;
- Commitment and sensitivity to issues related to the needs of families in crisis, particularly those affected by domestic violence;

- The ability to appropriately and effectively deal with stressful situations;
- The physical ability to lift heavy items;
- A valid driver's license and automobile insurance is required as work involves in-state travel;
- A combination of education and experience demonstrating acquisition of the skills and abilities required;
- Bachelor's Degree in a related field is required; and
- Bilingual ability in English/Spanish preferred.

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:** \$18.50 per hour/\$36,075 annual