

Housing Case Management Job Description

ABOUT IFSN:

IFSN is committed to ending homelessness and housing inequities in Sonoma County. Housing is a fundamental human right. IFSN embodies and practices inclusivity, empowerment and dignity in our work. We invite you to join us in embracing the visible and invisible qualities that make each of us unique as we strive together towards a more equitable future. At IFSN we work to resolve homelessness one lease at a time and break down housing barriers one system at a time.

SUMMARY OF THE POSITION:

Case Management at IFSN is a dynamic and important role. Assisting a diverse amount of tasks and processes from outreach to permanent housing placement. Case Managers are the primary point of contact for participants seeking to change their lives while working collaboratively with the team to ensure a high level of integrity and continuity. Case Managers are provided autonomy, training and the support needed to best serve every client's unique needs.

IFSN is currently hiring multiple Case Managers across various programs to work with specific target populations. These positions may include working with families referred by Sonoma County Family Youth Children Services, individuals and families from the re-entry population and individuals with behavioral health needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct service provided within Housing First and Harm Reduction frameworks guided by clearly outlined, co-created Housing Plans
- Create and maintain electronic files in a timely manner
- Attend and participate in weekly team meetings
- Develop partnerships with property managers and landlords
- Maintain an understanding of all available and relevant resources
- Connect clients to basic needs: Identification cards, Social Security Cards, Food Stamps, etc.
- Direct service also includes assisting participants with skill building, financial education and employment preparation
- Case coordination with other IFSN staff and involved providers
- IFSN Case Managers frequently work outside of the office, meeting participants in the community
- Conduct field work, meeting clients in the community

QUALIFICATIONS:

- Previous experience and/or education is preferred
- Experience with Microsoft Office Programs and Google G-Suite is preferred
- Excellent written, oral, and interpersonal communication skills
- Ability to work in collaboration with a team is required
- Effective time management skills
- Automobile, valid driver's license and ability to meet IFSN's driving policy

EXPERIENCE PROVIDED:

- Crisis Response
- Housing Navigation
- Financial Literacy
- Vicarious Trauma
- Boundaries
- Deescalation Skills
- Homeless Management Information System Database Navigation
- Opportunity for sponsored off site trainings of your choice

BENEFITS:

Rate of pay: \$22 -\$26 per hour, DOE

Benefits package includes: 100% company paid Health insurance, 100 % company paid Dental insurance, Life insurance (fully covered by the agency) Paid Time Off (PTO) and Cal Savers Retirement Option.

Company Paid Winter Holiday Break

14 Paid Holidays annually

Paid time off - 15 days of PTO accruing from date of employment

Job Type: Full-time with the following alternative work schedules available:

9/80, 4/10s, 5/8s, 4/9s with 1 half day

Pay: \$22.00 - \$26.00 per hour

Clinical Supervision provided for individuals pursuing Licensures: LMFT or LSW

Possibility of embedding clinical accruing hours into the work week

SCHEDULE:

Full-time with alternative work schedules available between Monday and Friday

Work Location: One office serving many sites all located within Sonoma County.