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POSITION TITLE: **CASE MANAGER (CM4) - HOUSING**

September 2015

REPORTS TO: Housing Division Director

SUPERVISES: None

STATUS: Non-Exempt

**SUMMARY:**

Provides information, assistance and comprehensive case management services to individuals or families. Assesses needs, develops and monitors implementation of service plans, makes appropriate referrals and serves as a client advocate with other service providers. Service areas could include youth/family/parenting/elder services, employment/training, emergency/transitional housing, and health/nutrition. Requires knowledge of related community resources and the laws and regulations specific to the area of service.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**Case Management:**

- \* Complete the initial interviews with the client and his or her family to assess the client's eligibility for services.
- \* Gather relevant and useful data from the client, family, other agencies, and so on to formulate a psychosocial assessment of the client and his or her family.
- \* Assemble and guide group discussions and decision-making sessions among relevant professionals and program representatives, the client and his or her family, and significant others to formulate goals and design an integrated intervention plan.
- \* Monitor adherence to the plan and manage the flow of accurate information within the action system to maintain a goal orientation and coordination momentum.
- \* Provide "follow-along" to the client and his or her family to speed identification of unexpected problems in service delivery and to serve as a general troubleshooter on behalf of the client.
- \* Provide counseling and information to help the client and his or her family in situations of crisis and conflict with service providers.
- \* Provide ongoing emotional support to the client and his or her family so they can cope better with problems and utilize professionals and complex services.

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- \* Complete the necessary paperwork to maintain documentation of client progress and adherence to the plan by all concerned.
- \* Act as a liaison between the client and his or her family and all relevant professionals, programs, and informal resources involved in the overall intervention plan to help the client make his or her preferences known and secure the services needed.
- \* Act as a liaison between programs, providing services to the client to insure the smooth flow of information and minimize conflict between the subsystems.
- \* Establish and maintain credibility and good public relations with significant formal and informal resource systems to mobilize resources for current and future clients.
- \* Perform effectively and as a professional within the organization to be in a position to develop and modify policies and procedures affecting clients and the effectiveness of the service delivery system.
- \* Secure and maintain the respect and support of those in positions of authority so their influence can be enlisted on behalf of the client and used, when necessary, to encourage other individuals and agencies to participate in the coordination effort.
- \* Provide regularly scheduled in-home monitoring of assigned clients.
- \* Provide a wide variety of direct assistance including medical billing forms, tax information, banking, entitlement applications, etc.

Management:

- \* Monitor program budgets for grant compliance; monitor client outcomes to ensure attainment of the program performance standards.
- \* Remain current on state and federal policy, requirements, laws and regulations governing program and services.
- \* Develop and maintain systems and records that provide for the proper evaluation, control, and documentation of assigned operations.
- \* Prepare reports and correspondence as required.
- \* Gather, interpret and prepare data for studies, reports, & recommendations; coordinate program activities with other departments and government agencies.
- \* Perform other related duties as assigned.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the dynamics of social service delivery principles and practices.
- Knowledge of crisis intervention and counseling principles and practices.
- Ability to prepare reports, correspondence and documentation.
- Ability to comprehend complex documents and concepts.
- Ability and willingness to maintain client confidentiality.
- Ability to understand and apply federal, state and local policies, procedures and regulations applicable to the area of assignment.
- Capable of analyzing and evaluating client needs and development and implementation of corrective action(s) to resolve issues.
- Ability to communicate effectively, both orally and in writing, including public presentations.
- Ability to establish and maintain effective working relationships with agency staff, gatekeepers, and general public.
- Knowledge of computer applications including MS DOS, MS Word, Fox Pro.
- Ability to access and egress non-ADA facilities and homes.

EDUCATION AND EXPERIENCE:

Two years of on-going college coursework in human/social services curriculum and four years relevant experience either paid or as a volunteer;

or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

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REQUIRED CERTIFICATION AND LICENSES:

First Aid/CPR.

Valid driver's license in state of residence.

Auto insurance in the amount required by the State of Washington.

Access to reliable transportation.

Acceptable completion of a criminal history background check

\* **ESSENTIAL ELEMENTS**