

Title: Transitional Housing Case Manager

Department: Youth Services Division

Primary Supervisor: Case Management Supervisor

Status: Full-time, 37.5 hours per week, non-exempt employee

Job Summary: Provides case management and other direct service to participants in DIAL/SELF's Transitional Housing Program. Provides staffing to the program's clustered housing site.

Qualifications:

- Associates Degree in human services or related field, preferred.
- Professional experience with adolescents/young adults
- Ability to manage stressful situations, prioritize, problem-solve effectively, and maintain professional boundaries.
- Excellent communication and interpersonal skills.
- Excellent computer skills.
- Must be available to work weekends and evenings on a regular basis.
- Ability to walk up and down 3+ flights of stairs
- Must have a valid driver's license, reliable automobile and pass a background check

Duties and Responsibilities:

- Establish positive relationships and maintain appropriate boundaries with program participants
- Provide case management for current and aftercare program participants
- Hold youth accountable to program expectations and regulations
- Work with participants to complete skills assessments and other tools, and to identify their goals and assist in developing Individual Transitional Living Plans
- Assist with the facilitation of participants' Future's Planning Meetings and their work toward achieving the goals identified in their Individual Transitional Living Plans
- Supervise program participants on-site, and off-site as needed
- Facilitate weekly House Meeting for participants
- Oversee FTL's and Warning System
- Advocate for participants in obtaining necessary services
- Assist in the planning and facilitation of life skills classes as needed
- Recognize participants for milestone events and accomplishments
- Respond appropriately to crisis situations
- Complete necessary paperwork and participant records in a timely and organized manner and maintain participant files
- Maintain data tracking in HMIS
- Provide participants with transportation as appropriate
- Assist in planning and carrying out group activities as needed
- Participate in regular staff meetings, clinical trainings, and individual supervision meetings
- Participate in On-Call rotation beginning six months after hire date, or sooner, as appropriate
- Weekend, evening work, and holiday coverage required
- Participate in regular drop-in staffing
- Other duties as assigned

Compensation:

- \$15.50 - \$17.00/Hour
- Health New England, Altus Dental (70% employer paid), Life Insurance (100% employer paid)
- MA Extended Family & Medical Leave (100% employer paid)
- 12 Paid Sick & 20 Days of Paid Time Off per fiscal year at starting