# am_logo_bw

Working Together Toward Lasting Solutions to Homelessness

Vision: Interfaith Partners Deeply Engage in Transforming Our Communities

Values: Compassion, Equity, Integrity, Faith Driven, Transformation

**Job Description**

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| Position: Youth Host Home Case Manager | Department: Family Permanent  Housing (FPH) |
| Reports to: FPH Program Manager | Type of Position: Direct Services |
| Position Type: X Employee □ Contractor □Intern | Hours per week: 40 |
| 🗹 Full-time □ Part-time □ Temporary | □ Exempt 🗹 Non-exempt |

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| **ORGANIZATIONAL DESCRIPTION** |
| Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community. |
| Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person. |
| **JOB SUMMARY** |
| The Youth Host Home (YHH) Case Manager is part of Associated Ministries’ Family Permanent Housing Team. This team member is responsible for providing direct case management services to youth and young adults ages 16 – 24 that are housed in host homes while participating in the Housing 4 Success (H4S) program. The Case Manager is works closely with the YHH Program Coordinator, AM Leadership, staff, and partnering agencies to ensure the YHH program and its collaborative partners in H4S are meeting the needs of participants in accordance to funder guidelines, and program benchmarks. The Case Manager is responsible for timely data reporting and file maintenance in accordance to program requirements and funder guidelines. The Case Manager is expected to participate in internal and external meetings, training, and community presentations as required or as opportunities present themselves. Services include initial intake, housing assessment, housing location, case management, rent subsidy, goal setting, exit planning and other tailored services.  The successful candidate for this position will be a person who is able to be comfortable with change, able to keep positive work morale, and able to effectively empathize and facilitate problem solving with people currently experiencing homelessness. They must exhibit an understanding of the youth and young adult population that the YHH program serves and empathy towards the needs of program participants. In addition, candidates for this position must be non-judgmental, respect differences, and able to balance passion for supporting others with good professional boundaries. |
| **RESPONSIBILITIES** |
| Ensure the Housing First model is followed at all times.  Ensure all contract performance measures are being met regularly.  Collect all needed documentation per funding source at intake, interim, and exit.  Make appropriate referrals to community partners when needed.  Act as lead person for providing case management to approximately 13 - 15 participants at any given time housed in host homes.  Develop strong working relationships with community partners who provide services and supports.  Provide progressive engagement services and case management/support to clients transitioning out of homelessness.  Document referrals, intakes and case management service transactions in HMIS and maintain at least 95% data accuracy.  Committed to cultural competence and willing to participate in training to develop practical expertise in working with diverse groups and cultures.  Work closely with Program Manager for consultation and ongoing program evaluation.  Represent Associated Ministries in community forums.  Honor cultural and linguistic diversity.  Other duties as assigned. |
| **WORK EXPERIENCE/SKILL REQUIREMENTS** |
| Experience with youth and young adults in human services or a closely related field.  Experience working with diverse populations and engaging in diverse communities.  Knowledge of and commitment to Housing First Homeless Services.  Capability to speak articulately and advocate effectively on behalf of self and others.  Ability to think creatively and problem solve with a solution-focused approach.  Demonstrated ability to utilize MS Word, MS Excel, and MS Outlook.  Proven proficiency in writing both case notes and data reports.   1. Knowledge of localized formal and informal resources for basic needs of families. 2. Proven ability to navigate disproportionate access to resources and housing. 3. Capacity to both empathize and consistently maintain appropriate professional boundaries. 4. Demonstrated commitment to diverse backgrounds and religious diversity including all faith traditions (religions). 5. Proven ability to provide own transportation to and from work (and to clients as needed).   **WORK EXPERIENCE PREFERENCES**   1. Working with youth and young adults in the homeless system. 2. Previous experience with Progressive Engagement and Housing First Services. 3. Experience engaging and building strong relationships with Landlords. 4. Fluency in a language other than English. |
| **EDUCATIONAL REQUIREMENTS** |
| Undergraduate degree or 2 years relevant experience (appropriate life experience also considered).  **\*All work/skill/educational requirements must be met for hire\*** |
| **COMPENSATION** |
| **Pay Range: $20.78 – $26.12 per hour**  **Benefits:** Health insurance, Simple IRA plan, and generous benefit package as detailed by Personnel Policies |
| **APPLICATION PROCESS** |
| This position will remain open until filled. The first review of applications will be January 28th Application must include cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to naomic@associatedministries.org. No phone inquiries, please. |