

Anew: Building Beyond Violence and Abuse

Job Posting

Title: Rapid Rehousing Case Manager	Department: Housing
Type: Full-Time	Reports To: Rapid Rehousing Program Manager
Classification: Non-exempt	Supervises: N/A

Job Summary:

The Rapid Rehousing Case Manager is a member of the Anew: Building Beyond Violence and Abuse Domestic Violence Rapid Rehousing program. This program promotes ending homelessness through supportive services and housing interventions. We need someone who recognizes the necessity and value of intra-agency collaboration and participant-centered services that emphasize safety, equality, and equity and is excited about providing individualized support and resources to participant in this HUD-funded scattered site housing project.

Our ideal candidate is an outgoing, compassionate, and friendly individual with a high level of interpersonal professionalism who can relate effectively with people of diverse cultural backgrounds, education levels, ages, and experiences. The candidate must be able to demonstrate empathetic, trauma-informed, and non-judgmental attitudes as work responsibilities involve direct services with individuals who are literally homeless due to fleeing domestic violence. The candidate should be knowledgeable about the barriers faced by survivors of domestic violence experiencing homelessness and how to address this through individualized service plans focused on sustainable employment, financial stability and maintaining permanent housing. The individual in this position should be personable, have a positive attitude and be flexible to meet the demands of their role. They are expected to be resourceful, organized and detail oriented. They can think critically and creatively to be able to make decisions that are in the best interest of those we serve. The candidate should be a self-starter skilled in solving problems, motivating others, and being part of a team.

Duties and Responsibilities:

- Comply with the Rapid Rehousing Program Manual.
- Establish service plan with participants that support their goals regarding employment, finances, and permanent housing.
- Provide bi-weekly case management to encourage participants while holding them accountable for making progress towards their identified service plan goals.
- Conduct home visits at least 1-2 times per month to ensure ongoing connection with participants.
- Assist participants with applying for and maintaining all appropriate Federal and State benefits, medical insurance, childcare, school registration and any other necessary services as needed.
- In coordination with participants, calculate and establish rental amounts and submit rental requests monthly per program procedures.
- Carry out the intake/orientation process for new participants in coordination with the RRH Program Manager.
- Monitor for upcoming vacancies and plan for acceptance of new participants in alignment with the Coordinated Entry policies and procedures.
- Submit all financial requests and supporting documents to Program Manager per Anew's fiscal policy.
- Maintain open communication with housing specialist, landlords and Anew staff towards strong partnerships.
- Participate in case consultations with Housing Specialist, Program Manager and other providers as needed to ensure a comprehensive approach to the participant's service plan.
- Advocate on behalf of participants regarding housing laws/rights and related issues as needed.
- Meet regularly with Program Manager for case review and professional development supervision.
- Ensure program internal data collection logs are up to date.
- In coordination with RRH Program Manager, monitor and update all financial tracking and budget spreadsheets.
- Ensure participant charts meet all eligibility and documentation requirements.
- Ensure all case related documentation is maintained and submitted per established deadlines.

- Complete and submit weekly employment related paperwork per established deadlines.
- Participate in and represent Anew on various committees as assigned.
- Attend all required program meetings and Anew All-Staff meetings.
- Assist with planning and implementing participant activities trainings, community outreach, and special projects as assigned.
- Promote Anew services, mission, and values in all aspects of employment.
- Attend additional trainings and other DV-related and/or housing-related meetings as assigned.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

Qualifications:

- Bachelor's Degree in Counseling, Social Work, or related field or equivalent work experience.
- Written/verbal Bilingual Spanish/English preferred.
- Completed 40-Hour Domestic Violence Training, preferred. Will be provided by Anew, if needed.
- Obtain CDVP certification within one year and maintain certification with support provided by Anew.
- At least 1 year case management experience required
- Previous experience in domestic violence, sexual assault, or interpersonal violence and abuse services or advocacy preferred.
- Knowledge of domestic violence dynamics, trauma informed care and the effects of trauma on adults and children.
- Working knowledge of housing laws, renters/landlord rights, etc.
- Working knowledge of federal, state and local resources that support the goals for the program.
- Excellent computer skills and knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, and Windows-based databases.
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Ability to adhere to the Anew value statements.
- Must be able to operate general office equipment.
- Must have reliable transportation, proof of insurance, and a valid driver's license.
- Must be able to stand/walk for periods of time and lift up to 25 lbs.
- Flexibility in scheduling is a must. Some evenings and possible Saturday hours required.

Compensation and Benefits:

The hiring range for this position is \$18.40 – \$23.00/hour for 35 hours per week. A \$0.50 differential is provided for Spanish speaking hires. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; and the ability to contribute to our 403(b) plan with 3% company matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to careers@anewdv.org.

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or

expression, national origin, genetic information, age, disability status, veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at www.anewdv.org.