Community Action Resource Enterprises, Inc.

Job Description

Job Title: Permanent Full Time Housing Case Manager and Homeless Services Specialist

Wages & Benefits: Salary $16 - $18 per hour, depending on experience. 40 hours per week.

Supervised By: Director of Programs, Social Services Division

Work Location: CARE, Inc., Main Office
2310 First Street, Suite 2
Tillamook, Oregon 97141
(503) 842-5261

Qualifications:

- Good customer service skills
- Ability to work closely with homeless and low income people
- Computer literate, experience with Microsoft Office software, especially Excel spreadsheets
- Past case management experience preferred
- Bilingual English and Spanish preferred
- Organization, willingness to pay attention to details, and no fear of paperwork

General Information:

The person in this position will act as CARE’s housing and homeless services case manager for homeless prevention and permanent housing programs, as well as street outreach to and case management of homeless clients. In order to be successful at this job, a person should be able to be detailed, flexible, compassionate, patient, tolerant, and dependable. This position requires some local travel in this person’s own car. Mileage reimbursement will be provided. Experience in case management is required and bi-lingual and/or bi-cultural applicants are strongly considered.

Housing Case Management and Homeless Services Specific Job Responsibilities:

The general duties of the person in this position will be: to provide case management to clients enrolled in CARE’s housing programs which serve low income families and individuals who are homeless, unstably housed or at risk of homelessness; and to provide street outreach services to homeless populations in Tillamook County. Case management is provided cooperation with other programs in Tillamook County serving similar clients, especially Tides of Change, Family and Youth Services Team, NeahCasa, Veterans Services, and others.

1. Case Management. Act as regular case manager for transitional and permanent housing, and other clients who are homeless or at risk of homelessness, including but not limited to intake and assessment, housing placement, scheduling and carrying out client case management
meetings, inter-agency staffing, client follow-up home visits, and all necessary client and shelter program record-keeping. CARE "case management" shall be generally defined as assisting the client to make a plan for ending their homelessness or stabilizing their housing and increasing self-sufficiency, and then monitoring the client’s progress with that plan; client advocacy, advising, direction, and referral functions are all normal parts of typical CARE client case management relationships.

2. **Homeless Outreach:** Travel to areas throughout the county to locate and serve individuals and families who are experiencing homelessness, including those who present at the CARE office for services. Activities may include but are not limited to identifying locations for outreach, creating partnerships with other agencies, engaging with clients who are experiencing homelessness, intake and assessment, all necessary program recordkeeping.

3. **Miscellaneous.** Perform monthly reporting function for Homeless Services program and Rental Assistance programs, along with necessary clerical tasks, record-keeping, file management, and electronic data input. Use of a desktop computer using Microsoft Office 2010 software is required. Experience with database is preferred. Other office machines include copier, fax machine, and telephone system.

4. Occasional other duties may be assigned.

CARE, Inc. is a community based non-profit community development and social service corporation dedicated to serving Tillamook county’s low and moderate income citizens. CARE is an organization which recognizes diversity. Acceptance and participation in CARE’s programs is the same for everyone regardless of race, color, creed, national origin, sex, age, handicap, or sexual orientation. CARE is an equal opportunity employer.
Community Action Resource Enterprises
EMPLOYMENT/VOLUNTEER APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. Applicants may be drug tested prior to final hiring decision.

PERSONAL INFORMATION:

Date of Application: ________________  When can you start? ________________

Check your availability: □ Full Time  □ Part Time - Which Days/hours?

__________________________________________

Name: ____________________________________

Street Address: ____________________________  Phone: ________________

City/State/Zip: _____________________________  SSN: ________________

A background check will be required.

EDUCATION:

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EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: ___________________________

Job Title: ___________________________  Supervisor: ___________________________

Street Address: ______________________
City/State/Zip: ........................................ Phone: ........
Describe Duties/Responsibilities/Accomplishments: ..........................................................
Reason for Leaving: ...........................................................................................................
Dates of Employment (Month/Year): From .................... To ......................

Employer: ............................................................................................................................
Job Title: ........................................ Supervisor: .................................................................
Street Address: ....................................................................................................................
City/State/Zip: ........................................ Phone: ........
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Describe Duties/Responsibilities/Accomplishments: ..........................................................
Reason for Leaving: ...........................................................................................................
Dates of Employment (Month/Year): From .................... To ......................
**BUSINESS REFERENCES:** Please provide individual and company names, position, addresses and phone numbers for 3 business references.

| Name: | | Company: | | Street Address: | | Position: | | City/State/Zip: | | Phone: |
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| Name: | | Company: | | Street Address: | | Position: | | City/State/Zip: | | Phone: |
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| Name: | | Company: | | Street Address: | | Position: | | City/State/Zip: | | Phone: |
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**PERSONAL REFERENCES:** Please provide names, addresses, phone numbers, relationship, and how long known for 3 personal references.

| Name: | | Relationship: | | Street Address: | | How long: | | City/State/Zip: | | Phone: |
|------|---------|----------------|---------|----------------|---------|---------|---------|---------|

| Name: | | Relationship: | | Street Address: | | How long: | | City/State/Zip: | | Phone: |
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| Name: | | Relationship: | | Street Address: | | How long: | | City/State/Zip: | | Phone: |
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PERSONAL REFERENCES (cont.):
Name: ____________________________
Relationship: ________________________
Street Address: _______________________
How long: __________________________
City/State/Zip: ______________________ Phone: ____________

SPECIAL SKILLS:
• What languages do you speak well?

• What computer software are you able to use with skill?

• Are you willing to travel in the County if mileage costs are reimbursed?

• Describe any special skills or qualifications you think you have for this work:
APPLICANT STATEMENT:

WE at CARE realize that this application may not have allowed you to say everything about you or about why you want to work for us. This space if provided for anything else you want us to know about you as we evaluate your application.

APPLICANT CERTIFICATION:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize CARE, Inc., to investigate any statement contained in this application, and to obtain a drug test and/or a criminal background check on me as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of CARE, Inc.

Signed: _____________________________

Date: _______________________________