

SUPPORTIVE HOUSING AND CLIENT SERVICES CASE MANAGER

Laurel Advocacy and Referral Services, Inc. (LARS) is a non-profit organization located in Laurel, Maryland. For close to 30 years, we have supported homeless and low-income people in the Greater Laurel area by enabling those who are in crisis to achieve stability and long-term self-sufficiency. We envision a community that treats all people with dignity and helps everyone meet their basic needs.

We are currently seeking a committed, motivated, and organized individual for the position of Supportive Housing and Client Services Case Manager. This individual will provide case management and referrals to LARS emergency services clients and self-sufficiency program participants. In addition, this staff member will provide case management, referrals, and outreach services to Permanent Supportive Housing Program clients in order to help them live independently, and move towards self-sufficiency.

This is a full-time position and includes Monday evening hours.

DUTIES/RESPONSIBILITIES:

1. On Mondays, Wednesdays, and Fridays, meet with and assess needs of emergency services clients and families, and develop a case plan to meet clients' identified needs;
2. Provide bi-weekly case management to assigned self-sufficiency program participant(s);
3. Complete the homeless vulnerability assessment tool with homeless clients and submit to Prince George's County's Coordinated Entry Committee for review;
4. Review potential Permanent Supportive Housing (PSH) client application materials and facilitate panel interviews for program candidates;
5. Provide case management at least once per week to at least four PSH clients, and in collaboration with clients, develop individual service plans (to be revised quarterly) with unique goals geared towards client self-sufficiency;
6. Research and secure supportive services for PSH clients including disability benefits, substance abuse treatment and mental health services, and ensure clients are maintaining safe, clean living environments by conducting periodic unannounced spot checks of all permanent housing units, and random, unannounced drug testing, and breathalyzers on clients;
7. Support leadership by managing program's supportive services budget, assistance with submission of APR (Annual Performance Report) and annual HUD application renewal, and maintain organized records of assigned grant information to ensure grant compliance;
8. Coordinate bi-monthly life skills meetings for PSH clients;
9. Submit applications for clients eligible for appropriate supplementary financial resources, including the Rental Allowance Program (RAP);
10. Serve as the liaison for LARS between the rental management companies used for LARS permanent housing;
11. Document client services and PSH case notes in Homeless Management Information Systems (HMIS) and other LARS databases within 24 hours of interaction;
12. Maintain up-to-date and organized client files;
13. Serve as staff representative of LARS at the bi-weekly Prince George's County Coordinated Entry Meetings, and monthly Case Manager Meetings held by Prince George's County
14. Participate in monthly supervision, staff meetings, community meetings, and trainings as approved or designated by supervisor;

15. Under the direction of leadership, complete PSH environmental reviews for apartment complexes as needed;
16. Collect rent and savings from PSH clients on a monthly basis, log information in client files, and provide copies of money orders to appropriate staff;
17. Develop and maintain working relationships with other community agencies;
18. Provide support to LARS' programs and events, as needed;
19. Other related tasks as assigned by supervisor.

EDUCATION/LICENSE REQUIREMENTS:

- Bachelor's degree in social work with Maryland licensure, and a minimum of one year of related case management experience **OR**
- Bachelor's degree in a related human service field, and a minimum of 2 years related case management experience

QUALIFICATIONS:

1. Experience working with mentally ill/substance abusing populations in respectful and compassionate non-judgmental manner;
2. Prior case management experience with low income and homeless populations;
3. Understanding of crisis intervention;
4. Ability to work with diverse populations, including homeless, minorities, elderly;
5. Familiarity with social service resources in Prince George's, Howard, and Anne Arundel Counties preferred;
6. Excellent interpersonal, communication, and writing skills;
7. Ability to work independently and collaboratively;
8. Intermediate computer skills, including use of Microsoft Office, internet searching, etc.;
9. Fluent in Spanish highly preferred.

ADDITIONAL REQUIREMENTS:

1. Maintain a valid driver's license, valid insurance, and have reliable transportation;
2. Pass criminal background check and random drug screenings;
3. Must work every Monday until 7:30 PM in LARS' Emergency Crisis Center.

COMPENSATION:

\$33,000 annual starting salary with competitive employment benefits package including health insurance, employer match 401k, vacation and sick leave, and Life, STD, and LTD.

TO APPLY:

Please email your cover letter, resume, and salary requirements to sguzman@laureladvocacy.org. Be sure to reference "Supportive Housing and Client Services Case Manager" in the subject line. **No phone calls please.**