

Supportive Housing Case Manager

For close to 30 years, Laurel Advocacy and Referral Services, Inc. (LARS) has 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 are currently seeking a passionate, organized, and flexible individual to join our team as our next Supportive Housing Case Manager. The ideal candidate will have a Bachelor's Degree in Social Work or related human services field and prior case management experience working with mentally ill/substance abusing populations. We are looking for someone who is detail-oriented, is able to comfortably communicate with a variety of stakeholders, and is a team player. This is a full-time, non-exempt position and includes Monday evening hours.

DUTIES AND RESPONSIBILITIES:

1. Facilitate the Supportive Housing client application process;
2. Provide case management to supportive housing clients, and develop individual, client-centered, service plans with unique goals geared towards client self-sufficiency;
3. Research and secure supportive services for assigned clients;
4. Coordinate bi-monthly life skills meetings for supportive housing clients;
5. Manage Supportive Housing client supportive services budget and maintain organized records of assigned grant information to ensure grant compliance;
6. Serve as the liaison for LARS between the rental management companies used for LARS supportive housing;
7. Enter timely case notes in Homeless Management Information Systems (HMIS), and perform administrative tasks including monthly client rent collection and organizing client files;
8. Serve as primary 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
9. Assist assigned clients with completing disability applications;
10. Other related tasks as assigned by supervisor.

Education/ Licensure 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

Experience Necessary/Desired:

1. Superior organizational skills and the ability to multitask;
2. Flexible attitude, team player, and strong sense of initiative;
3. Excellent interpersonal, communication, and writing skills;
4. Ability to work independently and collaboratively;

5. Demonstrate a passion for and comfortable working with mentally ill/substance abusing, low income, and homeless populations;
6. Application of crisis intervention, client-centered case management, motivational interviewing, and harm reduction;
7. Familiarity with social service resources in Prince George's, Howard, and Anne Arundel Counties preferred;
8. Intermediate computer skills, including use of Microsoft Office, internet searching, etc.

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. Lifting up to 50 pounds, and carrying the weight for short distances that include steps;
4. Required to work from 5- 7:30 PM in the Emergency Crisis Center on Monday evenings.

Please email your cover letter, resume, and salary requirements to lcohen@laureladvocacy.org. Be sure to reference Supportive Housing Case Manager in the subject line. No phone calls please. LARS is an equal opportunity employer. EOE.