

Supportive Housing 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 dynamic, organized, and passionate individual for the position of Supportive Housing Case Manager. This is a full-time position and includes Monday/Tuesday evening hours.

DUTIES AND RESPONSIBILITIES:

1. Complete the homeless vulnerability assessment tool with homeless clients and submit to Prince George's County's Coordinated Entry Committee for review;
2. Review potential Supportive Housing client application materials and facilitate panel interviews for program candidates;
3. Provide case management at least once per week to supportive housing clients, and in collaboration with clients, develop individual service plans (to be revised quarterly) with unique goals geared towards client self-sufficiency;
4. Research and secure supportive services for assigned 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;
5. Coordinate bi-weekly life skills meetings for supportive housing clients;
6. Manage programs' supportive services budget, assist with submission of APR (Annual Performance Report) and annual HUD application renewal, and maintain organized records of assigned grant information to ensure grant compliance;
7. Submit applications for clients eligible for appropriate supplementary financial resources, including the Rental Allowance Program (RAP);
8. Serve as the liaison for LARS between the rental management companies used for LARS supportive housing;
9. Document client services and case notes in Homeless Management Information Systems (HMIS) and other LARS databases within 24 hours of interaction;
10. Maintain up-to-date and organized client files;
11. 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
12. Participate in monthly supervision, staff meetings, community meetings, and trainings as approved or designated by supervisor;
13. Under the direction of leadership, complete environmental reviews for apartment complexes as needed;

14. Collect rent and savings from clients on a monthly basis, log information in client files, and provide copies of money orders to appropriate staff;
15. Prepare assigned grant reports including ETHS;
16. Obtain SSI/SSDI Outreach, Access, and Recovery (SOAR) certification, attend all scheduled trainings, and assist assigned clients with completing disability applications;
17. Provide intake and assessment, as well as weekly case management for clients staying at two church shelters managed by LARS;
18. Provide support to LARS' programs and events, as needed;
19. 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. 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 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. Lifting up to 50 pounds, and carrying the weight for short distances that include steps;
4. Lead Life Skills class for program participants every other Tuesday from 6 - 7:30 PM; required to work from 5- 7:30 PM in the Emergency Crisis Center on off weeks

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.