

## **JOB DESCRIPTION: SHELTER CASEWORKER:**

The Case Manager reports to and is supervised by the Executive Director of St. Peter's Haven. The Case Manager is responsible for services by the Haven on behalf of resident families in our three housing units. The responsibilities and duties are to:

- \* Participate in intake process with client families to determine that they fall within the purpose and capabilities of the program at St. Peter's Haven.
- \* Monitor the contractual agreement between the Haven and client families: advising families of their rights, duties and responsibilities concerning the use of the shelter and their stay, including recommendation for expelling clients from the shelter where violation of rules occur.
- \* Provide case management services: actively assist families in seeking services, training, employment and resolving their immediate needs for food, clothing and other necessities.
- \* Work with the family in the process of systematically searching for, locating and negotiating permanent housing.
- \* Serve as an advocate for client families in seeking whatever private or public services or entitlements for which they are eligible, including filing appropriate applications and providing necessary documentation.
- \* Create and maintain referral systems (including appropriate screening of clients) with area agencies and appropriate rental opportunities and, where applicable, secure financial support on a case use basis with those agencies.
- \* Visit with families on a twice weekly basis to ensure Haven policies and procedures are being followed; including the successful accomplishment of goals of the ISP.
- \* Conduct exit and follow-up interviews with client families to determine services needed from St. Peter's Haven; assist as a resource and advocate long-term for families that have received services from the Haven.
- \* Maintain accurate and complete Daily Log records, filing needed reports as required by referral agencies, grant providers and the Board of Trustees.
- \* Ensure that all programs of St. Peter's Haven are conducted without preference to any race or ethnic background, sex, sexual orientation, religion or national origin or place of residence within Passaic County.
- \* Participate in Haven special events such as: fundraising and community speaking engagements.
- \* All other duties that enhance and support the successful operation of the Haven.

### **Qualifications:**

- \* Bachelors' Degree in Social Work or related field
- \* Strong communication skills
- \* Bi-lingual – English/Spanish beneficial
- \* Knowledge of affordable housing, community development, and urban issues highly desirable;