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## **Stand Up Placer, Inc. – Job Description**

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<b>Position:</b>	Housing Case Manager
<b>Reports To:</b>	Housing Supervisor
<b>Location:</b>	Stand Up Placer administrative offices and service offices
<b>Job Status:</b>	Non-Exempt, \$16/hour, Full Time - 40 hours/week

### **ABOUT STAND UP PLACER**

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their non-offending family members. Our mission is: Saving Lives by Empowering Survivors and Educating Communities to Stand Up to Domestic Violence, Sexual Assault, and Human Trafficking.

### **POSITION SUMMARY**

The Housing Case Manager assists survivors with housing resources and referrals to permanent housing options. This position is responsible for carrying a caseload of survivors of domestic violence, sexual assault, or human trafficking who are in Stand Up Placer's Homelessness Prevention, Short-term Rapid Rehousing, and Medium-term Rapid Rehousing Programs. This position is also responsible for providing weekly case management, leading support groups, and creating and facilitating workshops.

### **ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:**

#### **Case Management and Supportive Services- 75%**

- Provide case management and supportive services to our survivors in our housing programs, including: crisis intervention, emotional support, advocacy, safety planning, emergency food and clothing, transportation, financial coaching, permanent housing options, etc.
- Provide referrals to resources for mental health care, substance abuse, employment, educational assistance, social services, and other agency and community partner resources as appropriate; Provide advocacy and accompaniment around these services when requested or desired by the client.
- Conduct vulnerability assessments and eligibility screenings with clients to determine specific needs and program eligibility.
- Follow Coordinated Entry, Housing First, and Voluntary Participation protocols in accordance with grant requirements.

- Assist clients with housing searches.
- Facilitate support groups two times monthly.
- Proactively address clients' barriers to securing and maintaining housing.
- Conduct weekly case management with program participants.
- Prepare quarterly ISPs (Individual Success Plan) for each housing client.
- Establish and maintain professional relationships with community partners.
- Maintain mandated confidentiality related to program offerings.
- Conduct client surveys and assessments, including, but not limited to entry and exit surveys.

### **Client Documentation and Recordkeeping 15%**

- Complete all necessary documentation for client case files, enter all data, and upload copies of paper documents into encrypted client database within 24-hours.
- Maintain all program paperwork and electronic files including but not limited to client eligibility and leasing paperwork, case notes, client progress, needs, and outcomes in compliance with grant requirements.
- Participate in regular database and paper file audits.
- Assist Program Supervisor with required quarterly, semi-annual, and annual reporting.
- Assist Program Supervisor with program and client outcome evaluations.

### **Other Responsibilities-10%**

- Participate in weekly supervision with the Housing Supervisor.
- Track and submit mileage monthly.
- Engage in job-related training and continuing education as required.
- Work evenings and/or weekends when necessary.
- Maintain daily timekeeping records in the agency portal.

### **QUALIFICATIONS**

- At least two years of experience working with underserved populations **OR** a combination of two years education and/or experience working in human services field.
- Ability to address crises and use critical thinking to problem-solve effectively.
- Ability to work under pressure, manage and meet deadlines.
- Ability to work sensitively with traumatized and diverse populations.
- Ability to work independently and as a team
- Excellent time management skills
- Excellent organizational, written, and oral communication skills.
- Ability to maintain strong professional boundaries.
- Working knowledge of Microsoft Office Suite.
- Experience working with client database entry, preferably Apricot Solutions or HMIS preferred.
- Completion of 72-hour state-certified Crisis Intervention Training (post-hire requirement).
- Reliable transportation, valid California Driver's License and proof of insurance

- Fingerprint clearance required.
- Bilingual Spanish preferred.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation. Ability to lift 25 lbs.

### **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

### **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401K and paid vacation, sick time and 13 holidays.

### **TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to [careers@standupplacer.org](mailto:careers@standupplacer.org), with Housing Case Manager in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)

### **ACKNOWLEDGEMENT**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date