



Adult Shelter & Outreach Case Manager

Hiring Bonus of \$1,000! Bonus to be paid upon successful completion of 90-day introductory period.

Tedford Housing seeks a proven, energetic Adult Shelter & Outreach Case Manager to join our team.

For over 30 years, Tedford Housing has been empowering people to move from homelessness to home. Tedford Housing's vision is for all people of Southern Mid Coast Maine to have safe, affordable housing and access to the health, human, and community services needed to maintain a stable home

The Adult Shelter & Outreach Case Manager provides case management to guests staying at our emergency adult shelter in Brunswick and to unsheltered households experiencing homelessness with the goal of assisting them in accessing permanent housing.

This is a full-time, 40 hour a week, benefitted position, with a rate of pay of \$22.50 to \$23.50/hour, dependent on experience.

Typical duties of the Adult Shelter & Outreach Case Manager include, but are not limited to, the following:

- Perform all tasks necessary to enroll and provide services to individuals/families experiencing homelessness through Emergency Services & Housing Assistance Program (ESHAP) and/or Targeted Case Management (TCM). Responsibilities include assisting with a housing search, conducting assessments, developing individual housing plans, maintaining client records, and doing data entry as needed for TCM billing and ESHAP audit and quarterly reviews.
- Conduct sound guest intake and service planning leading to the establishment of goals supportive of client strength and improvement.
- Contribute to guest safety through the development of individual safety plans and support of compliance with shelter rules.
- Connect clients with appropriate community resources and assist clients with obtaining necessary documentation to overcome barriers and move towards securing permanent housing.
- Support client transition plans and goals through discussion and problem solving.
- Connect clients to appropriate housing vouchers, area landlords and property management companies through their housing search.
- Ensure that service documentation and client records are maintained appropriately, according to agency policy, Maine Housing, Maine Care and other applicable regulatory agencies.

The Adult Shelter & Outreach Case Manager should be a well-organized and energetic team player with good judgement, the ability to work independently and effectively engage a diverse range of clients and community stakeholders. The successful candidate will be a self-directed and "seasoned" case manager, with an excellent understanding of MaineCare Section 13 and the Maine Housing ESHAP program (or similar), and the abilities and skills to move smoothly between responsibilities and assignments.



Adult Shelter & Outreach Case Manager qualifications:

- Four year degree in human services or related field or verified employment on 8/01/2009 as a case manager under the former subsections of Section 13.
- One or more years of case management experience.
- Three or more years of experience in a similar social service setting.
- Knowledge of MaineCare and Maine Housing data management and client records documentation (or similar).
- Experience working with people with mental illness and substance abuse challenges.
- Basic knowledge of homelessness and its causes.
- Possess basic computer knowledge, common search engines, etc.
- Practical knowledge of affordable and subsidized housing resources.
- Good organization skills and ability to track and execute multiple projects.
- Valid driver's license, good driving record and reliable transportation.

- **Benefits Include:**

- 13 Paid Holidays
- 135 Hours of Accrued Paid Time Off in the first year
- Health Insurance – employer pays 100% for employee-only coverage
- Dental Insurance – employer pays 100% for employee-only coverage
- Vision Insurance – employer pays 100% for employee-only coverage
- 100% Employer Paid Life, STD and LTD insurance
- Simple IRA retirement plan w/ 3% employer match after 6 months
- Employee Assistance Program (EAP) access

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Please send your cover letter and resume to info@tedfordhousing.org, with subject line "Adult Shelter & Outreach Case Manager." Interviews will begin immediately and continue until the position is filled. Selected candidates will receive an email to set up an online or in-person interview. No phone calls please.

Tedford Housing is committed to creating an inclusive workplace where diverse perspectives are valued, supported, and freely exchanged. We are committed to hiring staff that reflects Maine's full range of identity and experience, and we actively seek and encourage individuals from traditionally underrepresented communities to apply. Tedford Housing provides all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, disability, age, or veteran status.

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