



Full Time Case Manager

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

Tedford Housing is looking for a dynamic case manager to join Tedford Housing's case management team.

This is a full-time, 40 hour a week, benefitted position, at a rate of pay of \$25 to \$26 per hour, dependent on experience.

For over 35 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. This is an exciting time for Tedford as we move forward and embark on a plan to build a new facility to house our emergency adult and family shelters and bring together our case management staff. We are excited for the future of Tedford and hope you will join us!

The Case Manager position will work with households that are unsheltered or precariously housed in the community or who are residing in our emergency shelters, with the goal of connecting clients to long-term housing options and offering supportive services and case management toward achieving and maintaining housing stability.

Case Manager duties include, but are not limited to, maintaining client safety, providing housing stability and independent life skills development and assistance, connection with local community resources, and ensuring that all program paperwork is completed for enrollment in appropriate programs. The Case Manager should have strong communication, de-escalation, and crisis intervention skills, strong organizational and computer skills and the ability to maintain documentation of services. The ability to work collaboratively in a team environment as well as a commitment to Tedford's mission is also an important component of this position.

The 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" individual and the abilities and skills to move smoothly between responsibilities and assignments.

Case Manager Qualifications:

- Four-year degree in human services or related field.
- A minimum of two years of case management experience, or in a similar social service setting.
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Knowledge of MaineCare Section 13, Maine Housing ESHAP program (or similar), HMIS and client records documentation (or similar processes), as well as trauma-informed approaches and a basic understanding of homelessness and its causes, is preferred.



Background and license checks are required prior to hire.

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Benefits Include:

- 13 Paid Holidays
- 135 Hours of Accrued Paid Time Off in the first year
- 100% employer paid Health, Dental, Vision, Life and STD Insurance for employee-only coverage.
- Simple IRA retirement plan w/ 3% employer match after 6 months

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Please send your cover letter and resume to info@tedfordhousing.org with subject line "Case Manager."

Interviews will begin immediately and continue until the position is filled. We will reach out to selected candidates 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, familial status, sexual orientation, gender identity, disability, age, or veteran status.