



Homeless Prevention & Outreach Case Manager

Hiring Bonus of \$500! Bonus to be paid upon successful completion of 90-day introductory period.

Tedford Housing is looking for a dynamic case manager to join our case management team as a Homeless Prevention & Outreach Case Manager.

The Homeless Prevention & Outreach Case Manager is an integral part of the Tedford team. Functioning both independently and in small teams, the HP & Outreach Case Manager provides the right candidate a variety of work settings and ways to assist those in need. The position works to prevent homelessness from occurring through short-term case management and collaboration with other community-based resources, as well as providing case management to households experiencing homelessness by assisting them in accessing shelter or directly securing permanent housing.

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. 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!

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

- Perform all tasks necessary to enroll and provide services to households experiencing homelessness through Emergency Services & Housing Assistance Program (ESHAP) and/or Targeted Case Management (TCM), from conducting assessments and developing plans to maintaining client records and doing data entry as needed for TCM billing and ESHAP audit and quarterly reviews.
- Connect clients with appropriate community resources and assist clients with obtaining necessary documentation to overcome barriers and move towards the ultimate goal of 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.
- Attend community resource meetings and represent Tedford in Lincoln County through services coordinated with the Ecumenical Homeless Prevention Council.

- Work with clients and handle paperwork for security deposit and rental assistance using available agency funding.

The HP & 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/or the Maine Housing ESHAP program (or similar), and the abilities and skills to move smoothly between responsibilities and assignments.



Homeless Prevention & Outreach Case Manager qualifications:

- Four year degree in human services or related field preferred (or verified employment on 8/01/2009 as a case manager under the former subsections of Section 13).
- Two or more years of case management experience.
- Social service experience; experience working with people with mental illness, substance abuse challenges or those experiencing homelessness a plus
- Knowledge of MaineCare and Maine Housing data management and client records documentation (or similar processes).
- Practical knowledge of community resources a plus.

- Good organizational 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 80% for employee only coverage
- Dental Insurance – employer pays 80% for employee only coverage
- Vision Insurance – employer pays 100% for employee only coverage
- 100% Employer Paid Life and STD insurance
- Simple IRA retirement plan w/ 3% employer match after 6 months

This is a full-time, 40 hour a week, benefitted position. The hourly rate is \$21 to \$22, based on experience.

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Please send your cover letter and resume to info@tedfordhousing.org, with subject line "Homeless Prevention & Outreach Case Manager." Resumes submitted without cover letter will not be reviewed.

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.