



## **Supportive Housing Case Manager**

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

Tedford is looking for a Supportive Housing Case Manager to assist formerly homeless families and individuals living in Tedford Housing' supportive housing properties. The successful candidate will be an energetic, motivated professional who is comfortable working independently and within a team. The SHCM needs an excellent understanding of MaineCare Section 13, or similar, and the Maine Housing ESHAP program, and have the abilities and skills to work and communicate with both internal and external stakeholders. The SHCM will also assist homeless families and individuals on an outreach basis.

### **Typical duties of the SHCM include, but are not limited to, the following:**

- Ensuring sound client intake and treatment service planning leading to the establishment of goals supportive of client strength and improvement
- Completing comprehensive assessments and care plans for tenants involved in case management, as well as appropriate follow up
- Coordinating services and linking clients with applicable community resources
- Respond to emergency situations, and provide feedback and support to clients
- Maintain communication with property management company to establish safety plans and to support tenant compliance with lease and building rules
- Ensure that service documentation and client records are maintained appropriately, including data entry into the Maine HMIS system as well as keeping client files organized within Targeted Case Management, Maine Housing ESHAP, and coordinated entry requirements
- Contribute to the formation of a sound and healthy work team focused on client service and positive staff relationships.

### **SHCM 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.
- Knowledge of MaineCare Section 13, or similar, client record requirements
- Experience working with people with mental illness and substance abuse challenges
- A minimum of two years of case management experience in social service setting preferred
- Working knowledge of homelessness and its causes
- 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

**This is a 40-hour a week, benefitted position. The pay range is \$21 to \$22 an hour, dependent upon experience.**



**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

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Please send your cover letter and resume to [info@tedfordhousing.org](mailto:info@tedfordhousing.org) with subject line “Supportive Housing 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.