

## Harbor Interfaith Services, Inc. | Case Manager – A Bridge Home (ABH) | Job Description

**Harbor Interfaith Services (HIS)** is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add full time **Case Managers** to our team. These positions will be responsible for administering case management to clients in the “A Bridge Home” (ABH) program. Weekend, holiday, and evening availability is required for these roles. We are recruiting people who are top performers with excellent interpersonal and critical thinking skills and a fierce passion for serving the community.

### **Key responsibilities:**

- Completing a Vulnerability Index Service Prioritization and Decision Assistant Tool (VI-SPDAT) to determine vulnerability and acuity of homeless individuals.
- Initiating contact and establishing a working relationship with clients for the purpose of providing assistance with attaining housing and access to needed services.
- Assisting in obtaining housing readiness documentation such as ID, social security card, and income verification.
- Assisting in completion of housing applications and accompanying clients to housing appointments.
- Maintaining complete client records (including data entry and client files), daily activity logs, mileage logs, and other reports as directed.
- Establishing and maintaining positive, productive working relationships with mental health professionals, shelter programs, local police departments and other local officials, and providers of services and resources to benefit the clients served.
- Attending staff meetings, case conferences, trainings, and workshops as required and completing other duties as assigned.

### **We would like to speak with you if:**

- You have a Bachelor’s degree in social work or a related field, or 4 years of equivalent social services experience with an emphasis on case management.
- You have a background in substance abuse and recovery.
- You have the ability to listen with sensitivity to others’ feelings, needs, and points of view.
- You have the ability to demonstrate tact and courtesy while projecting a positivity.
- You are familiar with the Harm Reduction and Housing First models of service delivery.
- You have a valid California driver’s license and adequate auto insurance.
- You have a valid California driver’s license, a clean driving record with no more than two driving infraction points, and adequate auto insurance.

### **About Harbor Interfaith**

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person’s race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at [hr@harborinterfaith.org](mailto:hr@harborinterfaith.org).

*Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.*