

Harbor Interfaith Services, Inc. | Rapid Rehousing Case Manager | 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 a full-time Rapid Rehousing Case Manager to our team. This position is a full-time role with a set schedule of 8:30am to 5:30pm Monday through Friday. The Rapid Rehousing Case Manager is responsible for receiving referrals of people experiencing homelessness through direct street outreach activities and community referrals from mental health organizations, hospitals, and social service agencies.

Benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) employee-contribution plan, sick leave, vacation leave and paid holidays.

Key responsibilities:

- Receiving referrals for unsheltered individuals to be enrolled in the Rapid Rehousing program
- Initiating contact and establishing a working interaction with unsheltered homeless persons for the purpose of providing assistance with attaining housing and access to needed services
- Engaging with unsheltered homeless clients and providing support when services are not obtained
- Assisting in obtaining housing readiness documentation such as ID, social security card, and income verification
- Assisting in completion of housing applications and accompanying the client to housing appointments
- Maintaining complete client records, daily activity logs, mileage logs, and other reports as directed
- Entering all client data into HMIS
- Attending staff meetings, trainings, and case conferences 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. Please note that we are not able to accept direct inquiries via phone call for this position.

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.