

Harbor Interfaith Services, Inc. | Case Manager – Interim Housing | 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 **Case Manager** to our team. This is a full-time role with a set schedule of Tuesday through Saturday, 9am to 6pm. 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 Assistance Tool (VI-SPDAT) to determine vulnerability and acuity of homeless individuals at the shelter and directing referrals.
- Initiating contact and establishing a working interaction with the homeless population in the shelter 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 individuals 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 maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless individuals.
- Attending staff meetings, case conferences, training workshops, and community meetings as needed 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 2 years of equivalent social services experience.
- You have a background in substance abuse and recovery.
- You have the ability to listen with sensitivity to other people's feelings, needs, and point of view. You can also demonstrate tact and courtesy while projecting a positive view of Harbor Interfaith Services.
- 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. (required)
- You have experience in case management.
- You are able to work as a member of a team.

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.

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.