

Harbor Interfaith Services, Inc.
Case Manager – Job Description
Interim Housing

Harbor Interfaith Services (HIS) is a non-profit organization with revenue of over \$13 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers, etc. We provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the LA County Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a **full-time Case Manager** to our team. We are recruiting people who are top performers with excellent organizational 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.
- Assist with completing initial intakes, including HMIS data entry and intake documentation.
- Initiating contact and establishing a working interaction with the homeless population 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.

We would like to speak to 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 Services

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide 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