

JOB TITLE	Transitional Living Case Manager
REPORTS TO	Housing Program Manager
SUPERVISES	N/A
FSLA STATUS	Full-time, Exempt
LOCATION	Boulder, CO

SUMMARY OF POSITION

Under the supervision of the Housing program manager, the Transitional Living Case Manager provides behavioral coaching and behavior management intervention for youth in the Attention Homes Transitional Living Program. The Transitional Living Case Manager, in collaboration with the youth, develops and manages individualized plans involving education, vocation, and behavior modification for program participants. The transitional case manager will support program participants in locating housing and manage housing funds to prevent eviction and homelessness.

RESPONSIBILITIES

- Create and maintain a safe, supportive, and trauma-informed environment.
- Provide wrap-around supportive services to promote program participants self-sufficiency, integration into the community and permanency in housing
- Maintain a caseload of participants as assigned
- Develop client-centered goal plans along with individual client
- Identify housing opportunities in the community
- Assist participants in locating housing within the required price point
- Advocate at leasing agencies for participants receiving housing vouchers or other assistance to obtain housing and a lease within HUD standards
- Maintain weekly contact with participants, schedule check-ins and prioritize according to need
- Meet with each participant weekly or monthly to work toward achieving goals of their plan to maintain housing (weekly or monthly depending on need and requirements of the housing provider)
- Work closely with ongoing housing providers (“landlords”) to ensure lease is being followed by the program participant and intervene when necessary
- Identify all relevant federal, state and local community resources, services and benefits and refer as necessary
- Identify and evaluate areas of participant needs, and behavioral change

- Engage in behavioral coaching using Motivational Interviewing, and harm-reduction skills
- Help educate and coach participants in basic finances and budgeting, assist client to create a budget on a monthly basis
- Ensuring maintenance of current files and making sure that papers are filed in the correct location.
- Coordinate services around obtaining basic household items in person, via email, or over the phone when needed
- Promote prosocial and healthy coping skills including signing clients up for activities (yoga, library card, etc)
- Documentation of phone/face to face meetings with participants, and support system and involved service providers
- Weekly supervision and minimum twice a month update to supervisor regarding assigned clients
- Complete and submit all paperwork by due dates: HMIS and other assessment documents, behavioral plan, monthly reports, roster, discharge summaries
- Complete all documentation and case notes using the appropriate data entry point including Salesforce, HMIS and paper files
- Attend Boulder County meetings and trainings, Youth OneHome and Case Conferencing meetings, and Volunteers of America YTP meetings
- Manage use of funds and grants as it relates to program budget(s) including funding from Boulder County Housing Stabilization Program (HSP), and Volunteers of America Youth Transitions Program (YTP)
- Other duties as assigned

PROFESSIONAL QUALIFICATIONS

- A minimum of two years experience working directly with young adults ages 18 -24 Preferably youth that have experienced homelessness
- Knowledge and understanding of Positive Youth Development, Trauma-Informed Care, Motivational Interviewing, and Strength-Based Training
- Effective and professional oral and written communication
- Skill set including: detail oriented, problem solving, time management, capable of setting and maintaining appropriate boundaries and the ability to work alone and as part of a team



Special Position Requirements (If applicable like driving, etc.)

Some travel is required including offsite meetings with clients, and assistance with the move out/in process of clients. Must be mobile and able to lift up to 50 lbs. Must have your own vehicle. Must be able to pass a background check. Minimum of 21 years old

COMPENSATION

Attention Homes offers benefits such as PTO (or work/life solutions), EAP, medical, dental, and vision in addition to a 403(b) plan. Salary range is \$39,000-\$41,000 per year.

TO APPLY

Email resume and cover letter to: contactah@attentionhomes.org with “Transitional Living Case Manager” in the subject line.

Attention Homes is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.

Attention Homes is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse and inclusive work environment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, [...], family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

ABOUT ATTENTION HOMES

Attention Homes provides housing and supportive services to young people ages 12-24. Through a continuum of care, we move young people from the streets or unsafe living situations into programs that support their education, employment, housing situation, and overall well-being to successfully launch into adulthood. We operate a Residential Care Facility for youth requiring out of home placements; a Runaway and Homeless Shelter including street outreach, a daytime drop-in center and overnight emergency shelter; a Transitional Living Program, and a supportive housing project. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit www.attentionhomes.org

Last updated: November, 30, 2020