

Child and Family Charities
Job Posting - Gateway Youth Services
Case Manager Supportive Community Housing for Youth Programs (SCHYP)

Position Summary: The Supportive Community Housing for Youth Programs Case Manager (SCHYP) will be responsible for assessing individual client needs, building solid partnerships with community resources that meet those needs, and coordinating targeted supportive services to help youth achieve their goals to move toward permanent housing.

Qualifications

- A minimum of a Bachelor's Degree in Social Work, Psychology, or other human services field
- A minimum of 2 years of experience providing direct services to at-risk populations, prefer experience working with adolescents
- Able to demonstrate cultural competency (work well with street youth, pregnant and parenting teens and young adults, LGBTQ youth, youth struggling with sobriety, youth with criminal histories, etc.)
- Strong written and verbal communication skills. Must be able to clearly identify and communicate client needs, advocate with community resources, develop care plans, and document service activities in case notes.
- Working knowledge and effective utilization of community resources.
- Strong computer skills (Outlook, Word, Excel, Databases). Requires timely data entry to meet the reporting demands of the program, and good organizational skills.
- **Must have a valid driver's license, insurance, and a personal vehicle available for use during work hours as needed to meet with landlords, clients, and community partners in the Tri-County service area (Ingham, Eaton, and Clinton)**
- **Must have some flexibility in work schedule to meet the needs of clients. May involve occasional evening and/or weekend work requirements for group activities and emergencies.** On-call one week per month for emergency situations, the majority of which can be resolved via phone.

Responsibilities

- Carry a minimum caseload of 13 clients
- Conduct needs assessments and provide basic care items and referrals to meet those needs
- Assist each youth with the establishment of a reasonable monthly budget to prepare them to pay their monthly rent and utility obligations on time
- Educate youth on healthy landlord/tenant relationships and how to be a good tenant.
- Teach and role model conflict resolution skills
- Coordinate services with community partners to meet the needs of the youth and each of their family members.
- Complete intakes, assessments, and screening tools to determine the needs of clients and develop a service plan.
- Work directly with the Community Care Navigator to develop service plan goals that focus on budgeting, health care, parenting, etc.
- Conduct psychoeducational workshops for youth
- Support and guide the youth in applying for housing vouchers that will help in sustaining the youth with long-term housing.
- Complete bi-monthly apartment inspections, record, and report all damages and any potential lease violations
- Schedule and meet with clients a minimum of once a month
- Transportation may need to be provided for youth

Submit cover letter and resume to: Liz Gonzalez, Director of Administration
liz@childandfamily.org

We are an Equal Opportunity Employer. In our agency and the communities we serve we celebrate and value diversity, equity, and inclusion.