A Safe Place/ Lake County Crisis Center

Rapid Re-Housing Case Manager

The Rapid Re-Housing Case Manager is responsible for securing and placing survivors in transitional housing through partnership development with specific cooperating landlords as well as creating subsidized rental housing. Case Manager acts as point person to coordinate intake assessments, service plan creation as well as in-house deliveries of employment skills training, education, and economic assistance, in-person therapeutic counseling, children's services and legal system advocacy, as well as making referrals for other services. The Case Manager reports to the Associate Director of Housing and will work closely with A Safe Place staff, community leaders and centers of influence.

A Safe Place is a recognized 501(c)3 nonprofit organization listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

Position is located in Round Lake Beach, IL (with travel required - within Lake County Only)

RESPONSIBILITIES:

Develop partnerships with cooperating landlords and create subsidized rental housing.

Educate landlords about specific policies that MUST BE FOLLOWED to keep families safe.

Manage the related application process, any required updates (i.e. income, household size) and re-certifications in order to help clients maintain stable housing.

Perform outreach to community based organizations, housing resources, and landlord associations to identify new and existing housing opportunities and build strong relationships to better assist clients in accessing and transitioning into offsite housing.

Coordinate intake assessments and eligibility evaluations to determine client's needs and appropriateness for services.

Implement prescribed client assessment tools and comply with reporting requirements including ICJIA prescribed evaluation. Ensure documentation in client records is appropriate, accurate, timely and in accordance with Agency's policies and funding requirements.

Attend the Authority-coordinated semi-annual meetings.

Work closely with A Safe Place (ASP) staff to refer additional support services within ASP and outside ASP. Support other staff/programs as needed.

Collaborate with the organizations that refer clients or provide services for ASP's clients.

Recruit and develop relationships with community and corporate partners, including providing training.

Attend and participate in staff meetings.

Work as a team player in the organization.

Conduct, attend and participate in appropriate training and education as requested.

Perform additional responsibilities as assigned.

QUALIFICATIONS:

Minimum - Bachelor in Social Work, Counseling, Education or closely related field.

Bilingual Preferred

Ability to motivate clients into action, to engage tenants in training and education and to support tenant progress toward achievement of their service plan and personal independence.

Excellent written and oral communication skills. Proven ability to complete record documentation, develop group materials, express information clearly and concisely and participate in training and education for tenants.

Travel (within just Lake Forest) with mileage reimbursement.

Excellent interpersonal skills that demonstrate genuine concern and respect toward clients and other staff.

Able to work independently and as part of the team and exercise mature judgment.

Highly motivated self-starter with ability to coordinate multiple projects/tasks

Must have knowledge of maintaining and executing confidential information.

Ability to provide active listening, encouragement and support to tenants.

Ability to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.

A commitment to the philosophy and program of A SAFE PLACE, which includes a commitment to survivor's & children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.

NAME:_____   DATE:_____