

Lake County Crisis Center

A Safe Place

TH Rapid Re-housing Case Manager (Crisis Response)

The TH Rapid Re-Housing Case Manager is responsible for securing and placing survivors in transitional housing. The objective of the TH_RRH program is to provide housing assistance via Transitional Housing and Rapid Rehousing to survivors of domestic violence, dating violence, human trafficking, sexual assault, and stalking. The goal is for the survivor(s) to regain empowerment and self-sufficiency with temporary housing or rental assistance. This is created through partnerships with landlords in Lake County, Illinois. Case Manager acts as point person to complete VISPDAT assessments and place clients in transitional housing through the TH-RRH program. The Case Manager reports to the Associate Director of Crisis Housing and will work closely with A Safe Place staff, community leaders and centers of influence. 24/7 on call.

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.

Office is located in Lake Forest, IL

RESPONSIBILITIES:

- Develop partnerships with landlords.
- Educate landlords about specific policies that **MUST BE FOLLOWED** to keep families safe.
- Provide information on the Illinois Domestic Violence Act, Orders of Protection, Human Trafficking, and stalking laws to enhance client safety.
- Manage the related application process, any required updates (i.e. income, household size) and re-certifications in order to help clients maintain stable housing.
- Provide oversight of temporary housing for two families in units leased by A Safe Place.
- 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.
- Complete housing assessments, housing summaries and VISPDATS evaluations.
- Create service plan as well as in-house deliveries of employment skills training, education, economic assistance, in-person therapeutic counseling, children's services, and legal system advocacy, as well as making referrals for other services.
- Implement prescribed client assessment tools and comply with reporting requirements including funder prescribed evaluation.
- Ensure documentation in client records is appropriate, accurate, timely and in accordance with agency's policies and funding requirements.
- On-call rotating schedule (7 Days) to support Crisis Response team. Additionally, required to work 1 weekend to support our HT House and can vary every 4 -6 weeks.
- Attend the coordinated entry monthly meetings through the Lake County Homeless Coalition as well as additional meetings as required.

- 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 as needed.
- Attend and participate in all team and 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.
- Ability to have flexible schedule to meet needs of clients, respond to crisis and support Crisis Response team.
- 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.
- 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 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.