

## EMPLOYMENT OPPORTUNITY

<b>Job Title:</b>	<b>Housing Re-Entry Case Manager</b>
<b>Wage:</b>	\$15.14 per hour plus benefits
<b>Posting Dates:</b>	9/20/10 thru 9/24/10
<b>Recruitment Closes:</b>	5:00 p.m. on Friday, September 24, 2010

### **JOB SUMMARY:**

Full-time position provides intensive case management services to individuals and families with mental health issues and or criminal history, in a holistic manner to support them in their transition to self-sufficiency. Engages individuals in a partnership for change and assists them in overcoming obstacles to stability.

### **JOB DUTIES INCLUDE:**

1. Utilizing the Family Development model, provides intensive case management services to families and individuals with mental health issues and/or criminal history through a schedule of regular home visits, periodic office visits and phone contacts:
  - a) Conducts client screening, intake and assessment.
  - b) Assists with housing search.
  - c) Advocates on behalf of families/individuals on all aspects of rental agreements, housing information, and paperwork.
  - d) Assists families/individuals in writing down their action plans.
  - e) Assists families/individuals in exploring and securing resources so that they can accomplish their plans for self-sufficiency and stability.
  - f) Assists families/individuals in establishing and maintaining a household budget.
  - g) Conducts 6 and 12-month follow up with clients after exiting program.
2. Assists during times of crisis by providing intervention, planning and facilitation services.
3. Develops and enhances partnerships in the community to enhance services to families/individuals and to advocate for clients pursuing their goals of self-sufficiency.

4. Maintains appropriate documentation in files and inputs necessary data into electronic database.
5. Compiles required data and completes reports in a timely and accurate fashion.
6. Follows the requirements of program funding streams, contracts, policies and procedures
7. Actively participates in trainings and staff meetings
8. Other related duties as assigned by management.

**QUALIFICATIONS INCLUDE:**

1. Bachelor Degree in Counseling or Human Services or an equivalent level of education and experience. Experience with offenders and persons with mental health issues is preferred.
2. Must complete Family Development training and pass certification exam within six months of hire. Must maintain certification through the re-certification process.
3. Excellent oral and written communication skills to a variety of audiences.
4. Ability to work harmoniously with people from varied backgrounds.
5. Highly skilled in client relations.
6. Demonstrated sensitivity to homelessness, low-income, mental health, and offender issues.
7. Excellent organization and follow through.
8. Ability to work as a member of a team, as well as individually.
9. Knowledge of local resources.
10. Must undergo criminal background check as required by Child/Adult Abuse Act.
11. Valid driver's license and auto liability insurance.

**TO APPLY:**

Submit application form, resume, and cover letter prior to the closing date to:

Skagit County Community Action Agency  
330 Pacific Place  
Mount Vernon, WA 98273

Application forms and job announcements are also available at our website, [www.skagitcap.org](http://www.skagitcap.org).

An eligibility list will be established from those submitting applications. Skagit County Community Action Agency reserves the right to use this list to fill any other Re-Entry Case Manager positions which may open for a period of up to twelve months following the closing date of this recruitment posting.

***Skagit County Community Action Agency is an Equal Opportunity Employer***