



JOB DESCRIPTION

POSITION: Bilingual (Spanish/Haitian Creole/French) Stabilization Case Manager
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SUPERVISOR: Director of Rehousing and Stabilization	STATUS: Full time, non exempt
WORK SITE: Institute Rd.	SCHEDULE: M-F, 8-4

BASIC FUNCTION:

The Stabilization Case Manager will partner with the Diversion Specialists, Housing Search Specialists and Shelter Case Managers to ensure successful transition into permanent housing and will work closely with families to build independence and continued stability. The Stabilization Case Manager will have a strong ability to coordinate with other agencies as needed to assist clients in reaching and sustaining their goals. The Stabilization Specialist will work with households to create a stabilization plan in accordance with the HomeBase Program Guidelines to ensure long term housing. They will have regular contact with the household throughout the stabilization period to offer support for successful long term housing outcomes. Diversity is a core value at CMHA. We are passionate about building and sustaining an inclusive and equitable environment for all staff, vendors, and people served. The Stabilization Case Manager will exhibit this value

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Meet with each family prior to the transition to permanent housing to identify their goals, objectives and particular areas of interest and needs.
2. Collaborate with shelter staff, DTA and EOHLC to monitor family plan.
3. Make appropriate referrals to community agencies.
4. Participate in all team meetings with involved supportive services and program staff.
5. Maintain updated case files and documentation, in both languages as required.

6. Maintain data entry into HMIS ETO ASSIST
7. Assist Families and landlords with the End-to-End HomeBase applications as well as maintain accurate records on the E2E Case Management Portal.
8. Enter data in the HAPPY System to maintain compliance with EOHLA regulations.
9. Conduct face to face meetings with HomeBase families according to the Program Participation Agreement and Stabilization Plan.
10. Attend staff meetings and all department trainings while maintaining needed certifications.
11. Conduct home visits to HomeBase families using personal transportation (mileage is reimbursed) for stabilization purposes.
12. Other projects as assigned by supervisor

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and may be updated from time to time.

QUALIFICATIONS:

The ideal candidate should possess a bachelor's degree and 2 years experience in a related field; work experience can be substituted for a degree

Verbal and written skill proficiency in English and Spanish, Haitian Creole and/or French

Sensitivity to working with low-income families

Knowledge of housing issues and strong case management skills and desire and ability to learn required.

Must have a valid MA Drivers License and reliable vehicle

Physical Requirements or Essential Abilities:

Ability to go up and down the stairs as most residences are multi-level.

Interested parties: please submit cover letter and resume to Jane Wangari at

Jwangari@cmhaonline.org