



CATHERINE MCAULEY CENTER

FOR WOMEN & CHILDREN EXPERIENCING HOMELESSNESS

JOB DESCRIPTION

Position: Caseworker- Rapid ReHousing/Bridge Programs

Report to: Program Director

Basic Function: Functions in the role of caseworker and is responsible for interviewing clients for the Bridge Program/Rapid Rehousing Programs; screening and intake of applicants, orienting them to the programs, case management, maintaining case records, conducting individual sessions and housing counseling, linking clients to pertinent community services

Hours: Full-time (37.5 hours per week)

Typical Duties:

- Assist clients in finding safe, affordable housing
- Provide supportive services, referrals and intensive case management to assigned clients
- Abide by the requirements of each program and funding source.
- Assist in coordinating transportation
- Assist clients in procuring furniture and household items
- Arrange activities for group meetings as appropriate
- Input pertinent data into the HMIS System within the required time frame
- Submit all client documentation to the Director of Programs
Prepare statistical reports as needed
- Attend inservice meetings, interagency functions – workshops, panels related to the Center's mission statement
- Performs other duties as requested

Qualifications:

- Bachelor's degree in human service field or equivalent work experience
- Experience in the human service field
- Strong working knowledge of social service delivery system
- Passion for innovative and consistent program evolution

- Knowledge of crisis intervention
- Ability to network with other agencies
- Ability to research best practices
- Comfort implementing programmatic recommendations
- Comfort working hands on and in a team setting
- Computer proficiency
- Interest and ability to work with diverse populations
- Possession of a valid driver's license
- Willingness to demonstrate the values inherent in the mission statement of the Catherine McAuley Center