



In Reach Case Manager

Housing Transitions Program

Full-Time (40 hours/week); Non-Exempt

Reports to: Housing Transitions Program Manager

AGENCY OVERVIEW:

Through the principles of Catholic Social Teaching, Catholic Charities of Oregon achieves lasting solutions to poverty and injustice by partnering with clients to meet their economic and educational goals, and to support their physical and social well-being. Catholic Charities is the official domestic relief agency of the Archdiocese of Portland in Oregon.

POSITION SUMMARY:

Catholic Charities is a nonprofit social services organization dedicated to providing social services and assistance to meet clients' physical, social, spiritual, and psychological needs while helping to develop opportunities for self-help. The goal of the Housing Transitions Program is to permanently house homeless women living on Portland's streets, and to provide the housing retention services needed to help them stay housed. Provide In Reach, engagement, and housing placement services to unhoused, non-parenting women who are clients of Rose Haven, Housing Transitions Program and other In Reach locations as needed.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Conduct office hours at Housing Transitions Program to engage women in housing services.
- Conduct site visits at various shelter locations as assigned by the In Reach team.
- Work with shelter staff to receive referrals and work jointly toward client housing stability.
- Assist homeless women in finding and securing housing.
- Facilitate access to needed community services such as employment, health and mental health services, benefits assistance, and addiction treatment.
- Provide case management and housing retention services to housing clients, including post placement home visits and community engagement activities.
- Facilitate application, deposits, rent and other housing-related payments, payments through JOIN's In Reach team.
- Attend In Reach partner team meeting at JOIN. Visit other In Reach locations as requested by In Reach team.
- Provide required placement and retention data to JOIN.
- Provide information, referral, and advocacy to homeless women.
- Assist in organizing and participating in recreation and social activities for newly housed women.
- Attend weekly staff meetings and weekly supervision meetings.
- Participate in training and coordination meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's degree in human services or equivalent lived and or worked experience required.
- Experience providing case management, information and referrals and advocacy.
- Minimum of two years direct case management experience with individuals experiencing homelessness.

- Demonstrated competency working with people from diverse cultures. Ability to assess and treat clients in a culturally competent manner.
- Ability to effectively work with standard office programs including Word, Excel, Outlook, Microsoft Teams, and PowerPoint.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Ability to engage and build relationships with women experiencing homelessness.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift up to 40 pounds..
- Travel between sites in Portland required. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Submit your application, resume, and cover letter at <https://catholiccharitiesoregon.applicantpro.com/jobs/>.

EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED

Per several federal, state, and local COVID mandates that apply to Catholic Charities, all employees are required to confirm they are fully vaccinated, or in the process of receiving the COVID-19 vaccination. Employees can submit the Oregon Health Authority (OHA) exception form for medical or religious accommodation. COVID-19 testing in lieu of being vaccinated or having an approved medical or religious exception is not an option.