



## **JOB ANNOUNCEMENT – Neighborhood Legal Services Michigan**

Neighborhood Legal Services Michigan (NLSM) Housing Advocacy Center has 3 openings for full time Housing Case Managers. Under the supervision of the Housing Director, the candidates' primary responsibilities will be service domain expertise to guide eligible consumers of housing support services through the relevant resources.

In addition, the candidates will locate appropriate housing for eligible homeless and disabled applicants, the candidates will focus on the coordination, integration and delivery of supportive services to individual consumers engaged in the process of becoming empowered in the development of the quality of their lives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Participate in consumer housing readiness assessments.
- B. Participate in the development and evaluation of supportive services.
- C. Locate appropriate housing and ensure that properties meet Housing Quality Standards.
- D. Obtain corroborating documentation and information regarding eligibility qualifications.
- E. Identify gaps in resources, services, and create new channels and connections to bridge those gaps.
- F. Provide direct services to consumers as needed and appropriate utilizing a person center plan and in accordance with the "Housing First" philosophy.
- G. Develop and maintain an effective social support system.
- H. Assist consumers in resolving clinical and social crises in the setting(s) most conducive to positive resolutions.
- I. Assist consumers in developing social living skills; for achieving personal goals for work as well as for social and recreation activities.
- J. Document all services request, provide, and maintain documentation of service delivered via HMIS.
- K. Observe and evaluate conditions, reactions and changes in the physical and mental conditions of clients.
- L. Transport consumers to various appointments as appropriate and/or ensure the consumer has access to transportation as needed; however, ensuring the consumer are meeting its necessary appointments.
- M. Document incidents that may impact the consumer's progress.
- N. Provide follow-up contacts to former program participants to ascertain their progress and offer assistance as appropriate.
- O. Maintain a high level of expected outcomes.
- P. Perform continuous quality improvement activities and program evaluation base on expected outcomes.
- Q. May perform other duties as assigned by their immediate supervisor.

### **QUALIFICATIONS AND/OR SKILLS**

- Possess the ability to work cooperatively with team members, consumers as well as community organizations and institutions.
- Have the ability to exercise appropriate independent judgment as needed.
- Be creative and innovative in the performance of duties and responsibilities.
- Computer literacy to the extent of entering, accessing, and retrieving all housing and service data.
- Have a willingness to respond to unforeseen critical times and/or emergencies.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's Degree or equivalent in Social Work and/or human services field.
- Other combinations of education and experience, which could provide the necessary abilities, qualities and skills listed. Candidate will be evaluated on an individual basis.
- State Certification preferred.

Salary range based upon experience.

Neighborhood Legal Services Michigan is an equal opportunity employer. We encourage women, minority and persons with disabilities to apply.

Resumes will be accepted until this position is filled. Send resumes to [gwhite@wcnls.org](mailto:gwhite@wcnls.org) or [glane@wcnls.org](mailto:glane@wcnls.org).