



POSITION ANNOUNCEMENT

Date of Notice: February 2, 2021
Name of Position: PATHS Case Manager
Supported Housing

Closing Date: When filled
Status: Full-Time

Respond to: Human Resources
4200 N. Holton Street, Suite 400
Milwaukee, WI 53212

Email Address: hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Under the direction of the Supported Housing Program Manager, the **PATHS Case Manager** provides assistance to young adults ages 17-21 (upon program enrollment) who are seeking resources and support. The PATHS Case Manager is responsible for providing individual housing assistance including basic needs resources, case management services, and access to resources provided by a network of over one dozen collaborative community partner organizations.

Essential Duties:

1. Assess housing barriers of individuals and families experiencing homelessness to determine how housing and case management support could be most helpful.
2. Work cooperatively and effectively with Pathfinders direct service providers, as well as with other providers in the greater Milwaukee area, to coordinate services and maximize the participants' access to necessary resources and assistance.
3. Provide comprehensive case management services to approximately 10 program participants geared toward helping each youth exit foster care into safe and secure housing.
 - a. Assist program participants in the development of a strength-based and solution-focused individualized action plan that promotes safe and stable housing and self-sufficiency.
 - b. With participant input, build a team of providers in order to ensure ongoing support as needed.
 - c. Employ *Housing First* and *Harm Reduction* principles to ensure low-barrier access to housing.
 - d. Schedule home visits with program participants to further progress towards self-sufficiency.
 - e. Assist participants in developing competencies that support participants' development of **Positive connections**, **Academic achievement**, **employment and Training** that provides a livable wage, safe and secure **Housing**, and **Social** and emotional well-being.
4. Support participants, both emotionally and physically, when they are moving in to and out of apartments.
5. Provide immediate crisis support, either directly or by making a referral to a more appropriate service provider.
6. Maintain client records, keep accurate case notes, and complete necessary reports in a timely manner.
7. Participate in all relevant program and agency meetings, trainings, and development opportunities.
8. Other duties may be assigned.

Requirements:

- Education generally equivalent to a Bachelor's degree in the human services field is preferred. Requires working knowledge of Harm Reduction and *Housing First* methods of service provision and must be willing to practice it.
- Experience working with a diverse population of adolescents and young adults within a nonprofit setting is also required.
- Must have excellent communication and interpersonal skills, and be able to maintain privileged client information.
- Proficient in *Microsoft Word*, *Excel*, and *Outlook* computer programs is required.
- Must be willing to work a flexible schedule of morning, afternoon and evening hours as program operation dictated.
- Must be able to work both independently and as part of a team within the parameters of the program, and to work in a changing environment where there is frequent exposure to stressful/crisis situations.
- Must have a valid WI driver's license, reliable vehicle, and proof of auto insurance.

Additional information:

Starting pay range \$33,700 - \$36,000. Excellent benefits package includes health/dental, short- and long-term disability insurance, life insurance, and generous paid time off plan. Opportunity to join a caring and committed team of professionals.

Response:

Send letter of interest, current resume, and salary expectations via email to hr@pathfindersmke.org. Organizational information can be found at www.pathfindersmke.org. **No phone calls will be accepted.**

An Equal Opportunity Employer - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.