



POSITION ANNOUNCEMENT

<i>Date of Notice:</i>	June 29, 2022	<i>Closing Date:</i>	When filled
<i>Name of Position:</i>	TLP-Housing Case Manager Supportive Housing	<i>Status:</i>	Full-Time/Non-Exempt
<i>Respond to:</i>	Human Resources 4200 N. Holton Street, Suite 400 Milwaukee, WI 53212	<i>Email Address:</i>	hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Under the direction of the Supported Housing Staff Manager, the Transitional Living Program (TLP) Housing Case Manager provides assistance to young adults seeking housing support by providing them with individual rapid rehousing rental assistance, basic needs resources, case management services, and access to specialized resources provided by various internal and external partners.

Essential Duties:

1. Assess housing barriers to individuals and families experiencing homelessness to determine their housing and service needs.
2. Work cooperatively and effectively with the Pathfinders Supported Housing team, Drop-In Center team, New Paths team, RHY shelter staff, and the *Street Beat* street outreach specialists in order to coordinate services and maximize youth access to necessary resources.
3. Provide intensive and ongoing case management services to 10 participants at a time, focusing on finding and helping participants to maintain safe and secure housing.
 - a. Assist participants in the development of strength-based action plans that are individualized and client-centered and that support the youths' development of **Positive connections, Academic achievement, Training and employment, safe and secure Housing, and Social and emotional well-being.**
 - b. Employ *Housing First* standards and principles to ensure low-barrier access to housing.
 - c. Conduct home visits in the participants' apartments so that participants can work toward housing stability and toward the goals they set for themselves.
 - d. Serve as an ongoing liaison between participants, Pathfinders housing specialists, and other team members.
 - e. Support participants, both emotionally and physically, when they are moving into and out of apartments.
4. Increase participant access to mainstream community resources available through the Drop-In Center and within the Greater Milwaukee area, working effectively with the program's collaborative partners to ensure successful service access.
5. Maintain client records, keep accurate case notes, and complete necessary client reports.
6. Participate in all relevant program and agency meetings, trainings, and development opportunities.
7. Other duties may be assigned.

Requirements:

- Education generally equivalent to a Bachelor's degree in the human services field is preferred; State licensing is preferred. Requires knowledge and belief in "Housing First" philosophy and strategies.
- 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 salary range \$35,700 - \$40,500. 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.