

Job Title: Case Manager
Company: Confidential
Location: Waukegan, Illinois
Responsible to: Executive Director

Mission

A not for profit organization located in Lake County Illinois has an immediate opening a Case Manager for the agency's Transitional Housing Program. This is a full time position 40 hours per week. Hours may vary to include some weekends or evening hours on occasion.

Duties and Responsibilities:

Case Management

- Work with participants to develop Individualized Case Plans structured to enable participant families to achieve self sufficient living in 24 months.
- Provide advocacy, counseling, mentoring, coaching and referrals for participants as needed based on individual participant needs
- Makes educational, medical, and social service referrals as appropriate
- Monitors program participant progress toward all established goals and enforces program policies, procedures and rules
- Oversees management of real estate associated with program to assure necessary repairs and maintenance needs are met
- Maintains documentation as required for program participants
- Develop support systems to meet client needs by coordinating a variety of available services necessary to maintain self-sufficiency and achieve family stabilization
- Screens applications and conducts interviews for new program participants

Qualifications and Education

Qualified applicants must have a minimum of an Associate's Degree in Social Work, Psychology or a related field of study (Bachelor's Degree preferred), a valid driver's license with a clean driving record for at least three years Bi-lingual a plus. An understanding of the unique needs of other homeless population required, experience working with homeless families a plus. Excellent organizational skills, ability to multi-task, computer skills, flexibility, a desire to help others and a professional demeanor required.