



Position Description
Housing Stabilization Case Manager
Full-Time/Exempt

FUNCTION:

Bridges to Independence provides rapid re-housing to individuals and families in Arlington County and the City of Alexandria. The goal is to move individuals and families into safe, affordable, and permanent housing as quickly as possible. The Housing Stabilization Case Manager is responsible for supporting efforts to rapidly return individuals or families experiencing homelessness to permanent housing. Services include housing identification, connection to mainstream resources, financial assistance, and community-based case management. He/she is also responsible for collaborating across Bridges' employment services, financial literacy and youth development programs.

EFFECT ON END RESULTS:

- Ensures Rapid Re-housing participants remain focused on maintaining permanent housing.
- Ensures participants do not return to homelessness.
- Ensures participants increase income from project entry to project exit.

PRINCIPLE ACTIVITIES:

HOUSING STABILIZATION

- Participate in initial entry conference for future participants and any subsequent follow-up case conferences to support success.
- Assess housing barriers of individuals and families experiencing homelessness to determine Housing
- Stabilization Plan (HSP) service needs.
- Determine participant's eligibility and goals using a person-centered, strengths-based approach.
- Provide mediation and advocacy with landlords on the participant's behalf to develop a workable plan to obtain and maintain housing.
- Assist participants in locating and securing housing of their choice, within reason.
- Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors and creditors).
- Serve as an ongoing liaison between property managers and participants as well as between participants and neighbors.
- Provide information and referral assistance regarding available support from appropriate social service agencies and/or community programs.
- Assist in development of and encourage adherence to a personal budget through pro-active housing and budget counseling sessions.
- Review participant cases on a bi-weekly basis to ensure housing stabilization.

- Assist participants in development of a strength-based/solution-focused individualized goal and action plan that promotes permanent housing and self-sufficiency.
- Identify participant strengths and barriers to stability and assist participants to reducing barriers and linking to resources and services.
- Apply knowledge of residential lease contracts to educate participants of their rights and responsibilities.
- Maintain accurate case notes and files for each participant.
- Maintain a complete working file providing activity documentation and copies of all corresponding paperwork.

VISIBILITY

- Maintain a professional atmosphere at all times.
- Support key messaging of housing-stabilization across Rapid Re-housing.
- Communicate regularly with supervisor, colleagues and stakeholders relaying necessary/important information.
- Attend trainings and professional development opportunities on a regular basis.
- Support teambuilding opportunities and events.
- Recognize and celebrate colleagues regularly.
- Perform other general duties to support the mission of the organization, as requested.

REQUIREMENTS: The successful candidate shall possess a Bachelor Degree in Human Services or related field; or an Associate Degree from an accredited college or university, plus four years of relevant experience required; or a master's degree plus two years of relevant experience. Experience in residential or shelter programs preferred. Ability to relate to guests, volunteers, visitors, staff and the public.

OTHER:

- Acceptable criminal background check
- Negative drug screening
- Negative TB test or chest x-ray
- CPR/First Aid Certification must be acquired and maintained once employed

Salary: Mid 40s, commensurate with experience.

Additional Information: Bridges to Independence embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

How to Apply: For consideration, please email a cover letter and resume to Gina Macanlalay, Lead Housing Stabilization Case Manager, at gmacanlalay@bridges2.org with the subject line "Housing Stabilization Case Manager." No phone calls please.