

Fort Worth Housing Solutions
Human Resources Department
1201 E. 13TH STREET, FORT WORTH, TEXAS 76102
Website: www.fwhs.org Fax: 817-333-3595



OPEN RECRUITMENT
Job Announcement
January 17, 2019

To apply for this position,
check [here](#):

Position Title: Special Programs Case Manager
Supervisor: Vice President, Resident & Community Relations
Annual Salary: \$47,500.00

Classifications: Exempt
Closing Date: Until Filled

SUMMARY:

The Special Programs Case Manager will conduce outreach to engage with homeless residents and work closely with agency partners to identify residents through the Coordinated Entry Process and facilitate permanent supportive housing for FWHS. Additionally, the Special Programs Case Manager will provide direct on-going social work and intensive case management services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assist clients to obtain permanent housing within 60 days of referral and assist them to retain their permanent housing for at least 12 consecutive months.
- Conduct needs assessments.
- Develop and implement a comprehensive service plan based on client needs. Review and evaluate the appropriateness of the service plan on an ongoing basis, involving the client and the interdisciplinary team.
- Assist with problem resolution and client advocacy.
- Participate in the regular case conferencing and trainings.
- Contribute to the quality of client care through an interdisciplinary communication system which maximizes the utilization of existing resources and other COC providers.
- Collaborate with client, family, team members, primary care provider, and community service organizations to ensure service plan and goals are integrated with needs.
- Coordinate or provide referrals to appropriate service organizations as needed. Assist clients in accessing all available programs.
- Maintain effective communication with clients, primary care provider, team members, department manager, and others involved in providing care.
- Maintain records and through the utilization of the Tarrant County Homeless Management Information Systems (HMIS).
- Other duties as assigned.





QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of social service principles, practices, and techniques
- Ability to develop, implement, and monitor care plans for individual resident's needs.
- Ability to effectively communicate with staff, residents and administrative personnel from varied cultural and socio-economic groups.
- Knowledge and sensitivity to cultural/ethnic issues with diverse populations, chemical dependency, mental health, and homelessness.
- Ability to handle conflict, crisis situations and difficult clients
- Basic skills for the operation of office machines, computers and computer programs.
- Ability to pass a pre-employment drug screening and background check.

Job Competencies:

- Knowledge of HUD, State, Local laws and regulations pertaining to public housing authority management
- Knowledge of legal practices and procedures affecting the Housing Authority and its programs, ability to analyze and interpret laws, regulations, and legal documents.
- Ability to communicate clearly and concisely to a variety of audiences, both orally and in writing.
- Ability to meet and deal with the public and establish and maintain effective working relationships with other employees, lessors, and residents.

EDUCATION AND/OR EXPERIENCE:

Bachelor Degree in Social Work or closely related field and a minimum of three (3) years of Case Management experience in public and/or assisted housing environment or other social service agency. Licensed by the State of Texas to practice Social Work preferred.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.

