



Boulder Shelter for the Homeless

Job title: Case Manager, Permanent Supportive Housing

Reports to: Program Manager, Permanent Supportive Housing

Status of position: Full Time, 40 hours per week

Boulder Shelter for the Homeless

A group of thoughtful and concerned Boulder residents established the Boulder Shelter for the Homeless in 1982. The Shelter has been continuously serving the most vulnerable members of our community since. Through the years, we have modified and evolved the programs and services we offer based on data, best practices, and community needs. Today, we pursue a mission of creating avenues to stable housing for our community's homeless adults. We also take pride in creating a cohesive, supportive, and compassionate workplace.

Primary Responsibilities:

- Assist former chronically homeless, disabled clients acquire and maintain housing, increase self-sufficiency and achieve stability.
- Assist clients in obtaining and maintaining public assistance and income such as AND, food stamps, Medicaid, SSI/SSDI, employment, vocational rehab, etc.
- Assist clients with all matters of physical health and mental health care, substance abuse and prescription needs.
- Make appropriate referrals to other community programs and agencies, as needed.
- Assist clients with basic needs such as transportation, bills, clothing, ID cards, eyeglasses, dental care, utilities, and more
- Assist clients with money management, budgeting, and savings plans.
- Assist clients in developing social support networks.
- Refer, screen and perform intake duties for potential program candidates.
- Assist program candidates with program paperwork, voucher acquisition, apartment search, lease-up, furniture acquisition and move in.
- Maintain effective communication and relations with partnering landlords in order to mediate or resolve client/landlord conflicts.
- Develop and maintain effective communication and relations with Boulder Housing Partners concerning all matters of client voucher maintenance and program compliance.
- Maintain thorough knowledge of the social service network in Boulder County and develop excellent working relationships with providers from other agencies.
- Maintain statistics and case notes.
- Attend trainings as needed.
- Regularly conduct home visits and other duties as assigned.

Qualifications & Skills:

Education & Experience

- Minimum 6 months experience working in homeless services.
- Clinical experience in one or more of the following areas preferred: homelessness, substance abuse, mental illness, criminal justice, poverty.
- B.A. in Social Work, Psychology, or related field preferred.
- Valid Driver's License required.

Skills & Abilities:

- Excellent one-on-one client skills.
- Excellent collaborative and communication skills. Ability to establish and maintain productive relationships with clients/colleagues/community partners holding different perspectives and/or opposing needs.
- Excellent organizational and multi-tasking skills. Ability to address competing priorities.
- Demonstrated ability to work independently, be self-motivated, maintain strong boundaries and practice excellent self-care.

Represent Boulder Shelter for the Homeless in alignment with the mission and core values: treat all with dignity, offer support and opportunity, achieve results through competence and creativity, and practice responsible stewardship.

Must be able to transport 20 pounds, remain in a stationary position for long periods of time, exchange information, and move about work spaces.

Compensation:

Comprehensive benefits package that includes: health, dental, life, and disability insurance, retirement plan, paid time off, subsidized Eco-pass.

Starting wage is \$26.25 per hour.

To apply:

Send Resume and cover letter to amelia@bouldershelter.org and Chris@bouldershelter.org

The Boulder Shelter for the Homeless is an Equal Employment Opportunity Employer