

FT - COORDINATED INTAKE AND ASSESSMENT SITE CASE MANAGER

The Zion Hill Community Development Corporation ("ZHCDC") was incorporated in 2002 as a nonprofit, charitable organization we endeavor to eradicate homelessness and poverty in the Metropolitan Atlanta area, with a focus on South Fulton, through financial assistance, education, housing and supportive services. The organization is governed by a Board of Directors with an active committee structure and a strong core of volunteers.

This position engages and supports the organization in the completion and submission of program applications for homeless individuals and families, oversees the VI-SPDAT assessment process, and assure clients are referred to appropriate housing opportunities based on chronicity, length of time homeless and vulnerability. The position maintains a strong working knowledge of and availability of housing options and eligibility to all housing programs in the Fulton County Continuum of Care (CoC); researching, recommending and managing the vision and direction for the Fulton County CIAS; and completing reports and system evaluation.

POSITION DUTIES & RESPONSIBILITIES

The CIAS Case Manager reports to and is assessed by the CIAS Manager. The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

CASE MANAGEMENT

- Responsible for the delivery of direct line services to clients including comprehensive case management and advocacy
- Conduct outreach
- Conduct client intake and assessment
- Assists with/develops individualized case plans with goals and objectives to obtain housing
- Create collaborations and referrals with other related service providers
- Meet with clients at least monthly
- Assist in providing information for audits, reviews, and compliance standards
- Connect clients to an approved homeless provider for services of the client's choosing
- Document all meetings and progress in HMIS and maintain client records and files
- Facilitate case conferencing as needed with the goal of assuring clients are referred to appropriate interventions
- Perform various other unremunerated tasks and duties as may be consistent for the position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be physically present in the office. The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree required from a four-year college or university.
- MSW preferred.
- Four years of experience in relevant field required.
- Knowledge of nonprofits, electronic data collection and case management required.
- Strong attention to detail, excellent organizational skills, proactive problem solving, strong follow up, and the ability to work on multiple projects at the same time.
- Proficiency in Microsoft Word and Excel is essential.
- Experience in working with databases preferred.

- Must have excellent public relations skills, the ability to travel locally and work well with others.
- Possess a valid driver's license and transportation.

COMPENSATION AND BENEFITS

- \$40,000 per year
- Medical insurance, AFLAC, and 401K
- 5 vacation days, 5 PTO, 10 paid holidays

Please email cover letter and resume to: jobs@zionhillcdc.org with "CIAS Case Manager" in the subject line.

NO PHONE CALLS OR WALK-INS, PLEASE – Zion Hill CDC is an equal opportunity employer.

Deadline for Submission: February 15, 2018