

## **FT - 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.

The Supportive Housing Program Case Manager position is responsible for the permanent supportive housing program designed to address chronic homelessness for women aged 55 and older who have either a physical or emotional disability.

### **POSITION DUTIES & RESPONSIBILITIES**

The SHP Case Manager reports to and is assessed by the Executive Director. 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**

- Direct intensive services to homeless women who have transitioned into permanent housing, including advocacy, career assessments/referrals and case management and crisis intervention
- Conduct outreach and recruitment
- Meet with clients at least bi-monthly and facilitate monthly community meetings
- Facilitate client development of individual service plans, including short and long-term goals
- Assist in the development of assessments, evaluations and client care management
- Complete and maintain well-organized client records
- Assist client in developing self-sufficiency by connecting them to mainstream resources and benefits
- Create collaborations and referrals with other related service providers
- Monitor client daily activity plans
- Input data into HMIS, submit weekly reports and assist in providing information for audits, reviews, and compliance standards.
- 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.
- 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**

- \$45,000 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](mailto:jobs@zionhillcdc.org) with "SHP 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