

EHC LifeBuilders

Job Description

EHC LifeBuilders is ending homelessness and improving communities by providing housing and services that enable homeless children and adults to attain stable housing. Our leadership is demonstrated by excellence in providing services, the respect and dignity with which those services are delivered, and the positive impact we have on the individuals, families and communities we serve.

POSITION: Case Manager - RISE (Raising Income through Scholarship & Education)

LOCATION: Sobrato Family Living Center

SUPERVISOR: Program Manager

DUTIES/RESPONSIBILITIES:

- Works with program participants to develop an individual case management plan towards finishing career training.
- Meets regularly with program participants to monitor progress towards goals, advise, make appropriate referrals to other service providers, and provide support to help them achieve their goals.
- Maintains thorough and accurate records of case management activities with every program.
- Ability to provide career counseling.
- Ability to network with institutes of higher learning to achieve career goals.
- Collaborates with clients and Assistant Director on scholarship allotments and handling of expenses for each client.
- Ability to work independently and handle a multi task agenda.
- Communicates with other staff and career training personnel regarding client progress and program status.
- Ability to lead presentations to clients and training facilitators.
- Assists participants in the completion of scheduled duties as required by the program.
- Helps maintain a safe and secure environment for all participants.
- Assists with other duties assigned by the Program Manager.
- Attends all meetings relevant to this position.

QUALIFICATIONS:

- BA in human service career development, education, or related human services field
- Sensitivity to the needs of homeless individuals and families
- Strong verbal and written communication skills
- Strong organizational skills
- Good collaboration skills, and ability to work within a team.
- Knowledge of colleges, community colleges, job training, and certification programs in the community
- Ability to work with people of diverse social backgrounds and professional rank
- Experience with career development and skill building
- Good collaboration skills and the ability to work independently with limited supervision