

**Decatur-Macon County Opportunities Corporation**  
**1122 East Marietta Street**  
**Decatur, Illinois 62521**

**JOB TITLE:** Transitional Housing Case Manager (Full-Time, Non-Exempt)

**DEPARTMENT:** Emergency and Transitional Housing

**IMMEDIATE SUPERVISOR:** Community Services Director

**PROBATION PERIOD:** 90 Days

**JOB SUMMARY**

**Distinguishing Features of Work:**

Manages all aspects of our Transitional Housing Program. We will grow our program to serve 12 chronically homeless individuals. The case manager will be responsible for all aspects of property management of 3 houses. The case manager will also provide services to the homeless individuals to help them become ready to transfer out of transitional housing in to permanent housing. Some of these services include counseling, referrals, meeting ongoing emergency needs. Job skills training, assistance with resumes and help finding employment are also some of the responsibilities of the case manager.

**The Transitional Housing Case Manager is responsible for:**

- Conduct intake interviews, obtain eligibility documentation, determine services needed, provide services where applicable, refer to other agencies when DMCOOC can not provide a service, and follow up to ensure needs were met.
- Conduct advocacy functions and liaison services.
- Identify needs and set goals.
- Provide trauma informed care, empowerment-based case management services to residents designed to assist them in their efforts to acquire stable housing and increase self-resiliency.
- Maintain positive working relationships with community partners and other agencies working with housing residents.
- Complete customer files accurately. Keep case notes updated. Enter all data in appropriate databases.
- Assist in the development and evaluation of programs and services.
- Attend all necessary meeting and in-service training sessions as required by DMCOOC.
- Learn the functions of the CSBG programs to better assist housing residents.
- Cross train with the Community Liaison to fill in during absences.
- Perform all other duties as assigned.

**Work Experience:**

Minimum of one year of experience working with the homeless population. Proficiency working with Microsoft Office Programs and web-based reporting systems.

**Education:**

Degree in Social Work, Human Services or related field preferred. Experience in lieu of degree will also be considered.

**Special Requirements and Skills:**

- Must clear a Background Check.
- Strong supervisory skills or capabilities.
- Excellent Communication (oral & written), organizational, and inter-personal skills.
- Ability to work in a fast-pace environment and meet strict time deadlines.
- Ability to work independently and take initiative.
- Ability to be flexible.
- Excellent computer skills to work in Windows-based software programs.
- Internet reporting ability.
- Ability to interpret various types of policies and procedures.

**Salary Range:** \$27,000-\$31,000 per year.

**To Apply:** Submit Resume, Cover Letter, and Application to Amy Marsh, Community Services Director, at [amarsh@dmcoc.org](mailto:amarsh@dmcoc.org) by July 26, 2019. Application is available on our website at [www.dmcoc.org/hiring](http://www.dmcoc.org/hiring).