

Company Name: District 6 HRDC	Job Description
Job Description Title: Case Manager, Housing	FLSA Status: Non-Exempt
Accountable To: Program Manager, Weatherization & Housing	Position Status: Regular, Full Time
	Revision Date: May 6, 2014

Job Summary:

The Case Manager for Housing is responsible for the day to day operations of the various housing programs, including the Housing Choice Voucher rental assistance program and the Emergency Solutions Grant.

Essential Duties and Responsibilities:

- Regular attendance
- Case manage the Housing Choice Voucher (HCV) and housing emergency programs to ensure effective operation and to ensure all state and federal regulations and contract requirements are met
- Determine participant eligibility following prescribed guidelines
- Coordinate the Housing Choice Voucher rental assistance program with the Department of Commerce staff to ensure all documentation is complete
- Manage the emergency housing program and maintain accurate files to comply with contract requirements. Meet with applicants and make appropriate referrals.
- Meet with HCV participants on a regular basis to provide general information. Complete required HCV inspections.
- Provide families with information on ownership and self-sufficiency programs.
- Schedule and chair mini-boards and advisory groups as required by contracts.
- Refer participants to other appropriate HRDC programs, as well as other community services and social service agencies.
- Collect and input all family, provider and community services into the state database systems as required.
- Attend organization and other trainings and meetings as required.
- Assist with reception duties.
- Assist the Program Manager for Housing and Weatherization as needed.
- Perform other duties as assigned.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability preferred or required.

- College and/or two years' experience in a related field or equivalent combination of education and experience preferred
- Ability to establish and maintain effective working relationships with landlords, staff and clients
- General knowledge of the public, private and community resources
- Ability to solve problems and work independently
- Attention to detail, organization and the ability to meet timelines
- Ability to manage multiple tasks in a time sensitive environment
- Experience in determining eligibility preferred
- Broad-based computer skills, including but not limited to: data entry, use of word processing and spreadsheet software, use of web-based programs and email
- Ability to communicate effectively and clearly, orally and in writing
- Ability to work in an environment with changing priorities
- Interest and experience in working with or an interest in working with people of low income
- Valid Montana driver's license, proof of personal vehicle insurance, ability to meet insurability requirements for the organization automobile insurance policy

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit for long periods
- Frequently required to stand, walk, use hands and reach with hands and arms
- Frequently required to climb stairs and stoop, kneel or crouch
- Regularly required to use fingers, hands and arms when working with the computer
- Regularly required to talk or listen and to use the telephone
- Occasionally required to lift and/or move up to 25 pounds
- Regularly required to use close, peripheral and distant vision
- Frequently required to travel

Employee signature

Date

Program Manager's signature

Date