



DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.
14 West Second Street
Media, PA 19063

POSITION DESCRIPTION

Mission: The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency.

Title: Housing Case Manager
Classification: Full-time, Salaried, Exempt
Location: Safe House
Supervisor: Safe House Manager

Purpose:

The Housing Case Manager supports the mission of DAP by working with Families experiencing homelessness or housing insecurity due to domestic violence.

The Housing Case Manager is responsible for providing intensive case management services to help clients obtain and maintain stable, secure housing through the connection of resources including Rapid Rehousing, Relocation Assistance and other housing related resources.

The Housing Case Manager works with clients to develop individualized housing plans that support measures towards permanent housing and the over-all goal of self -sufficiency. The Housing Case Manager position is a full-time (40 hours per week) position.

Essential Duties:

- Provide ongoing intense case management that includes home visits and supports housing goals.
- Complete housing assessments.
- Work collaboratively across programs and organizations to serve the housing and financial sustainability needs of clients.
- Provided referral linkages to external supports.
- Facilitate housing resource education trainings.
- Provide Financial literacy education.
- Survey rental market for affordable housing options.
- Assist with the Promotion of housing programs to interested Landlords and property managers.
- Advocate for clients with prospective landlords.
- Negotiate and arbitrate rental contracts or rental arrears.
- Process housing program applications including Rapid Rehousing and Relocation Assistance.
- Assist clients with completing supportive and subsidized housing applications.
- Conduct HUD mandated HQS inspections.
- Conduct home visits as required by Funder.

- Provide crisis intervention.
- Accurately input statistical information in DAP's database and other required data systems.
- Work cooperatively with other safe house staff to support clients housing goal.
- Work cooperatively with other DAP staff to ensure holistic response and service delivery to clients.
- Complete monthly program reports as requested by supervisor.
- Participate in department and organizational staff meetings.
- Complete and submit time sheets on time.

Qualifications and Competencies:

- Experience in social service setting with working knowledge of case management systems and planning techniques.
- Knowledge of housing related resources, housing rights issues, and the continuum of care for homeless persons.
- Experience working with homeless individuals and families.
- Must be proficient in Microsoft Word, Excel, ETO and have basic knowledge of HMIS.
- Successful completion of required organizational training.
- Satisfactory Criminal Background Check and other organizationally required clearances.

Work Environment:

- Work is primarily performed in a shelter setting.
- Work also requires routine home visit to clients.
- Work requires visits to Landlords and Property managers.
- Work requires on site rental unit inspections.
- Ability to provide own transportation.

Please sign below:

Print Name

Signature

Date

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.