

DIVISION/DEPARTMENT	MOTHER TERESA SHELTER, INC. MOTHER TERESA TRANSITIONAL HOUSING FOR MEN
LOCATION	MOTHER TERESA TRANSITIONAL HOUSING FOR MEN
JOB TITLE	Case Manager – Homeless Services
REPORTS TO	Mother Teresa Shelter, Inc. Operations Supervisor
Type of Position:	Full-time (37.5 hours/week), Non-exempt, Hourly Grant Funded
Senior Director of Programs and Grants:	Angelina Garcia
Business Manager:	Shirley Dunn
Executive Director:	Kevin Branson
Revision Date:	May 29, 2019
General Description:	
Professional, full-time position requiring knowledge and experience in Housing Focused, Client-Centered Case Management within a homeless day shelter and transitional housing program. Must have the ability to deliver human services and work effectively with persons at various stages of our continuum.	
DUTIES AND RESPONSIBILITIES:	
<p>Under the supervision of the Operations Supervisor at Mother Teresa Shelter, Inc., the Case Manager – Homeless Services is responsible for providing case management services to individuals during and directly after their period of homelessness. This position will work 8:00 am – 5:00 pm, Monday – Friday, and Saturdays as needed.</p> <ul style="list-style-type: none"> • Appropriately assist Mother Teresa Shelter (MTS) and Mother Teresa Transitional Housing (MTTH) clients in accessing homeless assistance and prevention resources, and ensure a smooth transition from shelter to permanent housing. • Perform outreach activities and build rapport with clients, and with community partners. • Provide support to persons at risk for homelessness and homeless persons by arranging and linking clients to services. Provide support to Mother Teresa Shelter and Transitional Housing clients by securing needed items, arranging and linking to services. • Develop an individual transitional service plan with each client to include information and referrals specific to their needs, a plan for accessing such services, and 30, 60, 90, and 120-day case management follow-up post transition, and/or post homeless assistance and homeless prevention assistance. • Ensure proper documentation of the case file chronic homelessness status, disability, and income requirements. • Conduct comprehensive client assessments to collect financial, employment, housing, educational, mental health, substance abuse, etc. histories to develop the most appropriate referral resources to complement housing stabilization goals. • Submit monthly TDHCA Housing performance reports. • Prepare and submit applications for TDHCA Homeless Assistance and Homeless Prevention, ensuring program eligibility. • Conduct quarterly reviews of the client’s transitional housing plan. • Assist in the development of support systems to meet clients’ needs while at MTTH and once they have successfully transitioned into the community. • Ensure all clients remain compliant in all program and MTTH rules, regulations, and procedures. • Along with the MTTH Housing Site Coordinator, ensure the safety and security of the shelter. This includes complete knowledge and function of alarm system, emergency exit procedures, and appropriate action during emergencies, etc. 	

- Develop and maintain contacts/relationships with community resources and partners in order to most efficiently support and advocate for clients.
- Organize psychological, educational and life skills groups designed to enhance clients' housing maintenance, explore and resolve self-care issues, and increase clients' income and skill levels.
- Coordinate volunteer activities, ensuring all volunteers have successfully passed a criminal background history, and completed the CSME course.
- Provide leadership and support to volunteer mentors working with housed clients. Develop and facilitate group social activities for volunteer mentors and clients. Track and report volunteer mentor hours to the Operations Supervisor.
- Participate in inter-agency case management collaborations to share information, resources and problem-solve client challenges and barriers.
- Address client emergency and crises as needed.
- Maintain the confidentiality of all client data.
- All other duties assigned by Executive Director, Senior Director of Programs and Grants, Operations Supervisor and Operation Supervisor's designee.

JOB QUALIFICATIONS

- Bachelor's degree in Social Work or related field preferred. Professional experience in the field or a related field may be considered in lieu of formal education.
- Background working with individuals experiencing homelessness who are living with mental health needs, substance abuse/dependency needs or co-occurring disorders.
- Knowledge of local community resources.
- Strong computer skills; including Microsoft Word, Excel, database, and internet.
- Effective organizational and time management skills.
- Valid Texas State Driver's License, vehicle insurance coverage and a good driving record.
- Be a strong communicator, both verbal and written.
- Be able to understand and respect cultural differences.
- Ability to work independently and be self-motivated (often in the field).

ADDITIONAL REQUIREMENTS

- Knowledge of computer programs including MS Word, Excel, Power Point and basic data entry.
- *Bilingual in English and Spanish is preferred.*
- Complete a CPR/First Aid certification class.
- Able to pass a criminal background check and drug screen prior to hiring.
- Complete Creating and Maintaining a Safe Environment (CMSE) training within 30 days of hire.
- Complete a Food Handler's Certification Course.
- Be available Monday – Friday from 8:00 am – 5:00 pm and/or Saturdays as needed.
- Work some evenings and/or weekends as needed to promote or facilitate programing objectives.
- Must be able to lift 25 lbs.

To Apply:

Send a cover letter with salary requirements, resume, and three (3) professional references to Shirley Dunn, Catholic Charities of Corpus Christi, Inc., at sdunn@diocesecc.org or by mail to Shirley Dunn, Catholic Charities of Corpus Christi, Inc., 615 Oliver Ct., Corpus Christi, TX 78408.

Open:

Until Filled