



**EUMA (Erie United Methodist Alliance, Inc.)
JOB DESCRIPTION**

POSITION TITLE: Housing Case Manager II

BASIC JOB FUNCTION: Responsible for making Veteran homelessness rare, brief and non-recurring in NW PA by providing direct services to Veterans experiencing a housing crisis at EUMA's Liberty House for homeless Veteran men and to Veterans (men and women) experiencing a housing crisis.

REPORTS TO: Director of Veterans' Services

WORK HOURS: 40 hours/week to include - 16 hours/week GPD LD Liberty House shift and Housing Specialist and 24 hours/week Transition in Place case management

HOURLY RATE AND BENEFITS: \$10.00 – \$12.50/hour

ESSENTIAL JOB RESPONSIBILITIES: Housed people are not homeless people. Activities for all work of the Housing Case Manager II will increase housing stability for clients both enrolled in EUMA's VA GPD Transition in Place Housing Program and EUMA's Liberty House. Activities include, but are not limited to:

- Administer self-sufficiency matrix to determine client strengths and weaknesses and/or eligibility for programming;
- Support clients to develop and implement an individualized housing stability plan focused on domains that will increase housing stability;
- Coordinate direct and refer services that will increase housing stability based on self-sufficiency matrix results;
- Promote safety first to clients, self and other team members;
- Collaborate with Veteran Administration case management liaison and others to welcome clients into EUMA's GPD low demand and/or case management programs;
- Regularly meet in-person with clients in their home, to update self-sufficiency results, housing plan and provide direct/referral services based on need;
- Report through case notes using the Veteran Administration case management tracking tool and commitment to documenting interaction in provided access to homeless management information system (HMIS) database and when necessary in hardcopy on every contact with clients the progress to goal, concerns, referrals, actions taken and results;
- Perform outreach to homeless service providers to identify those both eligible and able to benefit from EUMA's Veteran services;
- Provide substance recovery services to identified Veterans;
- Meet with Veterans' Service Director at least bi-weekly to update, coordinate, assign clients and collaborate on Veterans living at Liberty House and/or enrolled in the Veteran's Housing Program;

- Review lease agreements with all veteran housing program clients;
- Advocate for client with landlords, VA and social service agencies to strengthen client's housing stability;
- Maintain a caseload not to exceed 5 people at any given time in the Veteran's Transitional Housing Program;
- Attend EUMA staff meetings and/or trainings as directed; and
- Perform other duties as assigned by your supervisor.

QUALIFICATIONS:

- Certified Peer Support and/or Certified Recovery Specialists sought, but not required;
- Must be able to legally drive and provide proof of both a Pennsylvania driver's license and insurance on their private vehicle;
- All candidates must be committed to EUMA's mission and core values;
- Understand and committed to housing first principles;
- Demonstrated ability to provide case management services that produce desired outcomes;
- Practiced in using motivational interviewing as a means to effect change – we demand little and expect much;
- Must have basic computer knowledge;
- Must be able to pass a drug test, obtain acts 33/34 clearances and FBI fingerprinting;
- Persons with lived experience, Veterans and persons of color are strongly encouraged to apply;
- Ability to work collaboratively with all stakeholders committed to client's success;
- Those with knowledge of and practice in using critical time intervention, are trauma informed subscribe to a recovery model of rehabilitation and have worked with those who are at risk of becoming homeless are wanted;

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to talk and hear;
- This position requires driving in all four seasons and within reason, will require the employee to drive in and be outside in all varieties of weather conditions.

EUMA is committed to building a diverse staff. Those with the above qualifications and who are Veterans, persons of color, those who have lived experience including those in recover and have experienced a housing crisis in their past are encouraged to apply. Spanish speakers are also strongly encouraged to apply.

Please submit a cover letter and resume' to Info@EUMA-Erie.org or mail both to EUMA | Human Resources, 1033 E. 26th St., Erie, PA 16504