



TULSA DAY CENTER, INC

Mission: To serve those who are experiencing or at risk for homelessness

Job Description:

Housing Stabilization Case Manager

Date of Preparation: October 2021

Dates of Review:

Dates of Revision:

I. JOB SUMMARY

Provide case management and rehabilitation services for Tulsa Day Center clients who have been recently housed and currently homeless. Provide individual, family and/or group services, including advocacy, linkage, referral, crisis intervention, education and appropriate support services. Facilitate resources acquisition and client advocacy. Services are provided in the office, but primarily are community based

II. RESPONSIBILITIES AND DUTIES

The Housing Stabilization Case Manager will have the following responsibilities:

- A. Plan, coordinate and advocate effectively, multiple social services in an effort to meet the client's needs for successful long-term housing.
- B. Conduct Outreach to recently housed clients
- C. Advocate with community resources to enhance continuity, accessibility and accountability of services
- D. Help client meet the obligations of tenancy and act as liaison with landlord
- E. Increase residential stability
- F. Increase tenant's daily living skills
- G. Help to improve tenant's physical and mental health
- H. Arrange referrals to appropriate resources to meet client's needs
- I. Help develop informal support systems
- J. Help the tenant increase his or her level of independence
- K. Record daily client contacts, keep current progress notes and update case management plans

- L. Compile monthly and annual reports as requested
- M. Represent Day Center at designated meetings
- N. Attend staff meetings
- O. Conduct other duties as assigned
- P. Assist the Rapid Rehousing Program Manager and Program

III. QUALIFICATIONS AND SKILLS

Important qualifications and skills for this position are:

- A. Bachelor's Degree in the Human Services or related field is required
- B. Ability to visit formerly homeless families & individuals in homes
- C. Ability to relate to others in a non-judgmental, supportive way
- D. Excellent organization skills
- E. Good writing, record keeping and communication skills
- F. Ability to work consistently and independently
- G. Dependable, punctual and flexible
- H. Ability to act calmly and swiftly in crises
- I. Must a valid Oklahoma Driver's License, as well as a properly-insured vehicle for use in performing job duties

IV. SALARY AND BENEFITS

Salary and benefits will be determined based upon applicant's experience and qualifications.

Please note: this position is subject to grant funding.