



## **Heading Home**

**Job Title:** Emergency Funds Case Manager  
**Program:** CABQ Emergency Funds  
**Reports To:** Chief Operations Officer/ Program Director  
**Hours:** 8:00 am – 4:00pm

Exempt X      Non-Exempt

### **Position Summary:**

The Case Manager is responsible for managing the service provision of CABQ Emergency Funds for community assistance. The Emergency Fund Assistance Program is intended to aid people who are experiencing homeless, or precariously housed, and need help to secure housing, or remain in housing.

### **Essential Duties & Responsibilities:**

- Provides case management and housing coordination, focused on transitioning clients to permanent housing
- Coordinates case management with existing case managers
- Assists clients in their search for housing or resources
- Determines clients' needs by conducting initial assessments
- Assists clients with securing appropriate resources for mental health services and treatment and substance use management by connecting them with site service partners
- Provides benefits counseling and advocacy
- Assists clients with basic money management and other independent living skills training and assistance
- Maintains clients' records
- Accurately documents visit via case notes
- Provides client status updates and discharge information
- Participates in case staffing
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks
- Must be HMIS certified or able to achieve certification or work with Heading Home HMIS personnel

### **The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes, and organizational policies.
- Maintain client and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand, and comply with all guidelines of the Heading Home Employee Handbook.

**Qualifications:**

Must have excellent written communication skills to complete all required documentation and effectively communicate client progress. Applicants with specialized training in client engagement, motivational interviewing, conflict resolution, harm reduction, early childhood development and trauma informed care, are preferred. Prior work experience with individuals experiencing homelessness is required.

**Education and/or Experience:**

This position requires a degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice, Family Studies, or a related degree and one year of any combination of experience. Prior experience may be substituted for degree.

**Skills:**

- Excellent computer and keyboarding skills.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain positive interpersonal skills across a broad range of professional situations.
- Ability to meet deadlines.
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of area service providers and community resources.
- Knowledge of similar community programs.
- Ability to communicate effectively orally and in writing.

**Other Requirements**

- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- MANDT and CPR/ First Aid Certification is required, or ability to become certified within 30 days of hire.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Case Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Case Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Director