THE ROAD HOME DANE COUNTY
Job Description

Case Manager

Position description: The Case Manager provides direct service to homeless or formerly homeless families in the areas of assessment, referral, case planning, advocacy, transportation, emotional support and practical assistance. A Master’s degree in Social Work or a related field, or a four-year Social Work or related degree and equivalent experience are required.

Responsibilities:

I. Case management
   ▪ Meet with adults and children in each family on a regular basis
   ▪ Negotiate goals for each adult related to housing, employment and other identified needs
   ▪ Facilitate referrals for both adults and children
   ▪ Regularly evaluate progress on case goals

II. Networking
   ▪ Attend regular meetings with other service providers to share information and resources
   ▪ Work with colleagues from other agencies on joint projects as approved by Director

III. Reporting
   ▪ Note all client interactions in client files in a timely manner
   ▪ Record all hours on Time and Activity report
   ▪ Ensure confidentiality of all client records and information
   ▪ Report monthly, quarterly and annual statistics to appropriate funding sources
   ▪ Meet weekly with Executive Director for supervision

Hours: This is a fulltime salaried, exempt, position that may require occasional evenings and/or weekends. Driver’s license and vehicle required.