**Case Manager**

**Position description:** Provides direct service to homeless or formerly homeless families in the areas of assessment, referral, case planning, advocacy, transportation, emotional support and practical assistance.

**Position Responsibilities and Essential Function**
To perform this job successfully, individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties

*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

*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

*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

**Competencies:**
- Teamwork Orientation, Technical Capacity, Thoroughness, Time Management, Client Focus, Good Oral and Written Communication, Flexibility, Organizational Skills

**Required Education and Experience:**
- 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.
- Case Management

**Additional Eligibility Qualifications:**
- Driver’s License- Must have and maintain a valid state driver’s license, maintain automobile insurance coverage and have access to an automobile.
- Bilingual in Spanish a plus!

**Hours:** This is a full-time position and core hours and days are Monday through Friday 8:30 a.m. to 5 p.m., requiring occasional evening and weekend hours.

Please email a cover letter and resume with salary requirements to dianes@trhome.org or mail to The Road Home, 128 E. Olin Ave. Ste. 202, Madison, WI 53713     EEO/AA