Housing Case Manager
The Salvation Army-Dane County

The Housing Case Manager will provide in-home services to families and individuals in our Rapid Rehousing program. This position is responsible to assist program participants in maintaining housing. The Housing Case Manager will provide culturally inclusive, trauma informed services and will incorporate best practice techniques into the program.

Candidate must have experience accessing community resources, creating case plans, working independently, managing crisis, familiarity with housing, knowledgeable about eviction prevention resources and experience with tenant-landlord law. Candidate must have strong decision making abilities, sound interpersonal skills and the capacity to multi-task. Additionally, candidate must possess a working knowledge of professional boundaries and ethics, record-keeping and documentation practices and cultural diversity. Candidate must be positive, flexible and organized.

Responsibilities include: weekly case management; creating case plans; tracking progress and quality assurance; community resource coordination; crisis management; documentation; regular communication and collaboration with Services Coordinator.

Requirements: BSW or BS/BA in a related field with two years of experience in the following areas: case management, domestic violence, working with low-income people, as well as those at risk of homelessness, and referring them to appropriate community resources, and advocacy. Valid driver’s license required. Spanish-speaking candidates are encouraged to apply.

Resume and cover letter are due by Friday, October 16, 2015 to:

Karen Potnek
Services Coordinator
The Salvation Army
630 E. Washington Ave.
Madison, WI 53703

or email to Karen_potnek@usc.salvationarmy.org

No phone calls or walk-in applications will be accepted.