

## Housing Families Inc. Job Description

<b>Job Title</b>	Stabilization Case Manager
<b>Hiring Manager</b>	Amanda Sagarin, LICSW
<b>HM Title</b>	Program Manager
<b>Division</b>	Stabilization Programs
<b>Location</b>	Malden with travel required

### ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Team Work:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Team Work – We collaborate and celebrate.

### RESPONSIBILITIES: Role Purpose & Responsibilities

#### Purpose

The Clinical Stabilization Case Manager reports to the Program Manager and it's purpose is to provide assistance to families transitioning from shelter into homes of their own, at risk of homelessness and families living in Housing Families properties to help them maintain stable, permanent tenancies that are safe and affordable. This is done through strategically building relationships with each member of the family, assessing their needs, and providing each with resources to help increase their earning power, stability, and overall well-being.

#### Responsibilities

- *Meet with each family both in office and in their home to engage, assess, support and advocate for their individual needs.*
- *Collaborate with landlords to ensure we understand all perspectives of their tenancies.*
- *Complete all necessary paperwork and documentation needed to be in compliance with program requirements and state regulations.*
- *Make referrals to community resources that will help to build the families network of support.*
- *Attend all intra agency meetings on time and actively participate in creating positive and productive meetings. Actively participate in all special events for families (i.e. Legislative Breakfast, Holidays, etc.).*
- *Perform other related duties as needed or directed*

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### QUALIFICATIONS / REQUIREMENTS

- Must have at minimum a Bachelor Degree in a related field (e.g. social work, psychology)
- Must have a minimum 2 years of experience working in the human services field directly with clients.
- It is preferred to have working knowledge of the impact of trauma, homelessness, Motivational Interviewing, and case management.

#### Eligibility Requirements

- *Must submit a cover letter and resume Amanda Sagarin at [asagarin@housingfamilies.org](mailto:asagarin@housingfamilies.org) or fax to 781-322-9292.*
- *Must be willing to work in Malden and have reliable transportation that can be used to transport families as needed.*
- *Must be willing to work 9am – 5pm Monday through Friday will some flexibility needed for crisis.*
- *Must have unrestricted work authorization to work in the United States*
- *Must be 18 years or older*

### DESIRED CHARACTERISTICS

Open to feedback. Strong verbal and written communication. Ability to empathically de-escalate emotional reactions. Critical thinking, analytical, problem solving and negotiating skills. Ability to remain calm and responsive during crisis. A positive, “can do” attitude. Flexible and adaptable to changes. Detailed, thoughtful, and thorough.