

FAMILY SHELTER

Established in 1979, Family Shelter's central mission is to provide emergency housing and supportive services to homeless families with children in order to enable them to transition to permanent housing and a stable family life.

This is a full-time position with regular office hours, Mon-Fri.

POSITION SUMMARY:

Responsible for the overall program and documentation of each resident family and provides the structure for their movement into housing through goal-setting and case management meetings. Responsible for providing referrals and follow-up for resident and non-resident families, including new clients requesting assistance and former residents, to prevent homelessness and reoccurrence of homelessness.

SPECIFIC DUTIES:

Take and screen requests for emergency shelter along with other staff members.

Conduct in-depth assessments of each resident family upon their admission to the shelter.

With the resident, develop a written case management plan setting forth specific goals and time frame for accomplishing the goals to address housing crisis and other critical issues.

As part of the case management plan, make referrals to agencies able to provide appropriate assistance in addressing the resident's needs.

Assist residents in making use of available services, particularly exploring housing and job possibilities.

Monitor the resident's progress in following the case management plan, update the plan as necessary and establish new goals as the resident accomplishes each objective.

Counsel residents as necessary to ensure progress on their plan, harmonious relationships among the residents and staff, and improved relationships within the families.

Advocate for resident families as necessary. Counsel residents regarding ways they may improve their situation such that they may maintain a stable residence in the future.

Maintain complete and accurate written records on each family in residence at the shelter.

Maintain summary statistics on requests, resident admissions, resident discharges, referrals made, follow-up progress, family risk indicators, resident participation in workshops, and any other statistics that may be required for requesting funding.

Maintain appropriate communication with other shelter staff regarding resident's safety, well-being, and progress.

Advise the Program Director weekly as to the progress of the residents in adhering to their plan and potential problems within the shelter community.

Follow-up with former residents when necessary to assist them in maintaining stability of residence; assist non-resident families, when feasible, with resources and/or referrals for appropriate assistance.

Advise the Program and Executive Director as to resources needed to ensure the efficient operation of the shelter's programs.

Perform other duties as assigned by the Program and Executive Director.

EDUCATIONAL BACKGROUND/ SKILLS REQUIRED:

Bachelor/ Master of Social Work or Human Services from an accredited college or university OR at least two years experience in the field of social work or human services required.

Ability to work independently within assigned area.

Ability to relate well with a variety of people and work well as a team member.

Basic computer and related software experience necessary, including knowledge of Microsoft Word, Excel, and Outlook. Knowledge of database management, including HMIS preferred.

Strong written and verbal communication skills required.

Quality time management skills required.

Strong interpersonal skills required in order to effectively deal with management, employees, and residents.

Must have a valid driver's license and auto insurance.

TO APPLY:

Email cover letter and resume to Jonathan Artz at jartz@columbiafamilyshelter.org