



Housing Case Manager

The Housing Case Manager will be responsible for providing general housing support to ensure chronically homeless individuals and/or families are able to secure and maintain housing. The position performs complex, advanced technical and administrative tasks and assists clients in accessing available housing resources; and implements the processes necessary to support clients in securing and maintaining stable, safe, and affordable housing. The Housing Case Manager assists clients with the goal to achieve and maintain long-term housing affordability, and to work toward independence and economic self-sufficiency.

This is a Full-Time position, \$56-\$59K, depending on experience.

DUTIES & RESPONSIBILITIES

- Assess and verify client needs, determining eligibility for a variety of financial and in-kind emergency assistance services.
- Actively seek and identify available housing opportunities
- Assist participants with securing appropriate permanent housing through housing search, application assistance, and other supportive services
- Collaborate with supportive services team to connect participant to community resources to maintain housing
- Collaborate individual landlords to address client tenancy and provide mediation as necessary
- Educate participants in tenant rights and their responsibilities as good tenants
- Maintain a safe and secure environment for all participants
- Conduct landlord outreach and coordinate with housing providers
- Meet the program service delivery goals and outcomes
- Participate in countywide collaborative efforts to access and track housing resources
- Collect and maintain thorough and accurate records of client data in accordance with SCS policies and procedures
- Maintain Clarity (HMIS) database by entering client data daily

QUALIFICATIONS

- Minimum of a Bachelor's Degree in Social Work.
- Have a minimum of 2 years' experience in housing (e.g., housing search, application assistance, building relationships with landlords, etc.)

- Ability to develop and maintain good working relationships with community partners and outside agencies
- Ability to work with people of diverse socio-economic and cultural backgrounds

PHYSICAL REQUIREMENTS

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.).
- Environment will be indoors with a normal office environment amount of noise, with occasional increased noise if in warehouse.
- Vision abilities required by this job include distance for safety and close vision for reading, computer, etc.
- Ability to lift or move 10 lbs. occasionally unassisted

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.