

Seeking a full-time Transitional Housing Program Case Manager for 360 Youth Services' Transitional Housing Program serving youth experiencing homelessness.

EMPLOYEE JOB DESCRIPTION

I. JOB TITLE – Young Men's THP Case Manager

II. SUPERVISORY CONTROL – Program Manager

III. GENERAL JOB DESCRIPTION -The Case Manager will provide program services, day to day case management, outreach and any other duties assigned by the Homeless Youth Program Management

IV. DESCRIPTION OF DUTIES:

1. Complete assessments and intakes for all potential residents and review with the Program Manager
2. Develop individual program plans for all residents. Review and sign all contracts with program residents.
3. Assist residents with job development services and obtaining employment.
4. Assist residents with school or vocational services.
5. Provide services to all residents that enhance development of social skills, life skills, and problem solving skills.
6. Prepare budgets with all residents as it relates to personal income and program fees.
7. Participate in all agency related meetings and activities as designated by the Program Manager.
8. Coordinate and document all outreach activities with homeless youth (not wards of the state) as well as programs that serve homeless youth in the community.
9. Communicate ongoing with caseworkers regarding individual progress/needs for residents.
10. Obtain random drug toxes, if deemed necessary.
11. Assist residents in finding permanent affordable housing prior to discharge.
12. Attend and participate in community events, pass out brochures, speak with youth as well as providers that are focused on helping homeless youth in the community.
13. Participate in all discharge planning, aftercare follow-up, and advocacy.
14. Coordinate and conduct events sharing housing options available for homeless

youth in our community

15. Maintain all resident's files to include case notes, contracts, budgets, releases, and necessary documentation received for program audits and statistical data.

16. Review all apartment checklists to assure maintenance of all apartments.

17. Carry pager when necessary and respond to all calls within 15 minutes.

Respond, on-site, to all appropriate requests for services within 1 hour.

18. Carry out all other duties as assigned.

I. JOB QUALIFICATIONS – General

- A. Have appropriate educational background from an accredited school of social work or related human services field.
- B. Demonstrate an ability to work with youth and families in a professional manner as an agent for positive change.
- C. Demonstrate a commitment to the values and ethics of a professional social worker.
- D. Demonstrate at all times a level of personal and professional integrity, honesty, and competency that brings credit to the profession and the agency.

II. JOB QUALIFICATIONS –Specific

- A. A Master's degree in social work or related human services field and 2 years equivalent work experience.
- B. Minimum of 25 years of age.
- C. Demonstrate ability and willingness to provide the agency designated services in an independent fashion.
- D. Hold a valid driver's license and provide proof of personal automobile insurance as required by Illinois State Law.
- E. Demonstrate strong interpersonal skills relating to youth and staff in a positive, constructive, and therapeutic manner.
- F. Demonstrate leadership skills which ensure healthy communication with staff.
- G. Demonstrate a level of professionalism, strong boundaries and personal integrity that can provide a positive and constructive role model for residents.

Preference will be given to candidates possessing the following:

- Previous experience and relationships with LGBTQ community
- Previous experience in community engagement with diverse communities
- 360 Youth Services is an equal opportunity employer. LGBTQ+ identified individuals and people of color are strongly encouraged to apply.

Interested applicants should send resume and cover letter to:

Daniel Stribling, Program Manager

360 Youth Services

1305 West Oswego Road

Naperville, IL 60540

dstribling@360youthservices.org, (630) 778-9271 ext. 1160