

Yamhill Community Action Partnership Job Description

POSITION TITLE: RRH Case Manager
RESPONSIBLE TO: Adult and Youth Programs Director

RESPONSIBLE FOR:

This is a part-time, non-exempt position that provides case management services to youth experiencing homelessness between the ages of 18-24 within YCAP's Youth Rapid Re-Housing Program. Position is housed out of the Newberg office. Schedule: M-Th, 6 hours per day.

ESSENTIAL DUTIES:

- Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
- Assess client needs and provide referrals to agency programs or to other community resources as appropriate.
- Assist with the screening and gathering of eligibility documentation for potential housing clients.
- Collaborate as needed with YCAP's Housing Specialist to secure housing units for youth clients.
- Provide case management to participants in YCAP's Rapid Re-Housing program for youth ages 18-24, including such things as applications to services, goal setting, advocacy, and referrals to partner agency services.
- Maintain client files with all necessary documentation per agency standards.
- Collaborate with other agencies, businesses and volunteers to ensure that agencies' programs coordinate to provide the best use of resources.
- Other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- BA degree in sociology and/or equivalent experience
- Knowledge of computers, software programs and databases
- Skill in verbal and written communications
- An understanding of issues surrounding chronically homeless youth
- Skill in problem solving and team work
- Ability to maintain confidentiality of client and organizational information
- Ability to work independently on multiple projects in a timely fashion
- Ability to work with diverse people, organizations and situations
- Ability to work with a flexible schedule
- Ability to meet insurance requirements and pass driving, drug, and vigorous background screens.

PHYSICAL DEMANDS

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, kneel, walk or bend for periods of time. May occasionally lift and/or move up to 20 pounds.