

WOMANSPACE EAST, INC.

JOB TITLE: **Emergency Shelter Case Manager**

Job Summary:

The Emergency Shelter Case Manager provides case management and support to families experiencing homelessness who are residing in the Emergency Shelter Program.

Minimum Qualifications:

Master's Degree in Social Work or related field plus 1 year of experience. Bachelor's Degree in Social Work or related field plus 2 years of casework experience. Must be assertive with excellent written and communication skills. This position requires flexibility to perform other duties when assigned. CPR Certification and ACT 33/34 clearances are required.

Duties and responsibilities:

- Perform general case work services for families residing in the program
- Must have working knowledge of social service systems and community resources within Allegheny County
- Must be able to engage clients in the treatment process
- Must be knowledgeable of drug & alcohol, mental health, and other issues
- Must be able to establish a positive rapport with program participants
- Must be able to attend workshops, trainings, and meetings as needed. Reliable transportation is needed.
- Responsible for maintaining daily records of clients
- Responsible for writing progress notes, discharge summaries, and creating individualized goal plans
- Must be computer literate and will be responsible for entering clients into the Homeless Management Information System (HMIS) database as well as collecting data for reporting purposes. HMIS training will be available.
- Will be expected to advocate on behalf of the client when necessary
- Responsible for maintaining client files in accordance with requirements from funders and the agency
- Work cooperatively with other agency staff

This position is full time.

Starting salary low-\$40,000s with generous benefit package

Interested applicants can submit their resume via:

Email: *info@wseinc.org*

Fax: (412) 765-3830