Mt. Carmel Redevelopment Corp. (MCRC) a not for profit company is uniquely designed to provide holistic services to the community. Services include a food pantry, single family home ownership program, transitional housing program, strengths-based case management, crisis intervention, budget counseling, information and referrals, motivation and education, client advocacy, senior citizen outreach and recovering substance support. MCRC also engages in partnership with the Unified Government of Wyandotte County, Kansas City, Kansas to manage the largest food kitchen in the area known as the Wilhelmina Gill Multi-Service Center.

MCRC is designated as a Community-Based Housing Development Organization, CHDO. As such, MCRC is committed to maintaining accountability to low-income community residents by reserving at least one-third of its governing board’s membership for residents of low to moderate income neighborhoods.

MCRC has a matrix of programs to carry out its MISSION "To Improve the Quality of Life for Residents of Northeast Wyandotte County through Community Revitalization and Economic Development", and embraces its uniqueness through the CDC by uniting community brick and mortar with human services.

Mt. Carmel Redevelopment Corp. Inc. is looking for two Strength Based Homeless Case Managers (SBHCM) to enhance the quality of client case management, maximize available resources and promote self-sufficiency skills. The successful candidates will be accountable for the full client care cycle. The SBHC Manager duties include, and not limited to assessing, planning, implementing, monitoring, and evaluating actions required to meet the client’s human services necessary to secure stabilized housing, sustain employment, develop and achieve autonomy. A certified case manager is a plus.

**Responsibilities**

* Interview chronological homeless and homeless individuals/families for program eligibility and assess housing needs; temporary shelter/permanent housing; and obtain verification documents of client's homelessness and where the client stayed within the last 24 hours
* Coordinate and provide care that is safe, timely, effective, efficient, equitable, and client-centered
* Handle case assignments, develop written goals/Service Plans with clients, review case progress with clients
* Develop effective working relations and cooperate with other agencies throughout the entire case management process: facilitate multiple care aspects with landlords or property management companies serving low-income individuals and families, local housing authority, local school districts homeless service programs, legal services, mental health, domestic violence resources, substance treatment facilities, mainstream agencies i.e., Social Security Administration, State DCF and SNAP, etc.
* Interact face to face with clients to discuss the action steps they’ve taken toward meeting the timelines agreed upon in their Service Plans; support and encourage participants in achieving these goals to maintain compliance with the program requirements
* Observe and address any motivational or psychosocial concerns and conduct referrals to appropriate source
* Daily record case information, accurately complete all necessary forms and produce statistical reports by entering all required information using agency’s data entry system (MAACLINK)
* Collect and compile required data for HUD/CAPERS reports
* Attend the Wyandotte Homeless Coalition case managers resource and related meetings
* Participate in annual client celebrations and program success recognition events
* Create and distribute promotional materials outlining the agency program services
* Work harmoniously with the multi-services delivered by the Willa Gill Center at MCRC
* Provide case management to families in the transitional housing program at MCRC
* Adhere to professional standards as outlined by any protocols, rules and regulations
* Other duties as assigned

**Skills**

* Previous work experience in case management principles
* Knowledgeable of housing laws and available resources
* Experience working in environments where low income, poverty, employment, and housing instabilities are prominent issues
* Familiarity with professional and technical emerging knowledge to thoroughly track, follow-up, and document client progress using MS Word & Excel, MAACLINK, and other database programs
* Good inter-personal skills and a team player
* Effective listening, verbal, written communication skills, and attention to details and accuracy
* Ability to identify potential and problematic issues, and implement effective and creative solutions
* Conduct trainings, presentations, and outreach activities
* Work under pressure in a fast-paced environment; proactive and self-motivated
* Possess excellent organizational and time management skills, ability to multi-task priorities and meet deadlines
* Bachelor's Degree in Social Science or related field
* Appropriate equivalent combination of education and work experience may be considered
* Valid Driver's License and Motor Vehicle insurance

Job Type: Full-time

Salary: $30,000.00 /year

**Application Questions**

**You have requested that Indeed ask candidates the following questions:**

* Are you authorized to work in the following country: United States?
* When will you be available to start this job?
* When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.