



**Kingdom Builder's Family Life Center
Announcement of Open Position
Housing Case Manager**

Posted: November 18, 2021

Salary: \$20 an hour + benefits package available after probationary period

Reporting to the Human Resource Director

Classification: Regular, Full Time (40 hours), Exempt **Deadline:** Open until filled

Submit a cover letter, resume, and an employment application to careers@kbflc.org

Position Summary:

The Housing Case Manager will support the culture of a community-based, client-centered, and trauma-responsive organization. The position will focus on supporting individuals and families experiencing homelessness and will assist with housing assessments, connect people to emergency shelter in hotels or in KBFLC's emergency housing program and provide supportive case management to those living in emergency shelter or permanent supportive housing.

Responsibilities and Duties – KBFLC's success is based on the flexibility of its staff and volunteers to dynamically adjust to meet the needs of the community. The primary responsibilities for this job include:

Client Advocacy – Responsible for amplifying the voice of clients throughout the community through relational and responsive case management. CAC is prioritizing innovative perspectives on empowering clients beyond typical feedback or advisory panel discussions.

Additional tasks and activities include:

- Complete housing assessments with individuals or families experiencing homelessness
- Connect individuals and families with emergency shelter resources externally, as well as short-term hotel placements
- Provide high-quality, trauma-responsive case management services for a portion of KBFLC's emergency shelter and permanent supportive housing clients residing in KBFLC's housing program.
- Be available for crisis response during scheduled times in KBFLC's drop-in resource center
- Coordinate and manage the needs of KBFLC's housing program.
- Assist clients with moving arrangements when more permanent housing becomes available
- Maintain safety and security of KBFLC's Resource Center and housing program by following all site-specific health and safety procedures as well as home visiting guidelines
- Ensure prompt case notes, documentation, and data quality within HMIS (Homeless Management Information Systems) and other organizational data and case management Systems
- Attend client services and team meetings as requested

Community Outreach – Responsible for identifying and collaboratively working across programs and organizations to serve the housing needs of the community.

KBFLC is looking for a collaborative individual to build relationships with clients and community leaders outside of KBFLC. Referrals and outreach efforts can happen from a host of community partners.

Additional tasks and activities include:

- Develop relationships with property managers, city leaders, law enforcement, community organizers, employers, faith-community leaders, and others to ensure housing supports are easily accessible across the community.
- Coordinate and communicate with other agencies and organizations throughout the area.

KBFLC is a drug free workplace and equal opportunity employer. It is the policy of KBFLC to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability, or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although everyone has a different potential, we all do better when we have an equal opportunity to succeed.

How to apply: submit cover letter and resume to careers@kbflc.org.
You can also apply online at: www.kbflc.org