
Permanent Supportive Housing (PATHWAY TO SUCCESS)

Reports to: Director of PSH

Department: PSH 270

Classification: Non-Exempt

Location: Boulevard

JOB SUMMARY

The Permanent Supportive Housing Case Planner located at the Peterboro site is responsible for the case management of the PATHWAY to SUCCESS program.

ESSENTIAL FUNCTIONS

1. Seek out landlords who fulfill the requirements of the PSH programs.
2. Ensure case plans are developed for consumers.
3. Ensure weekly home visits and supportive services are provided to the consumers of the PATHWAY to SUCCESS Program.
4. Maintenance of case files to ensure grant and program compliance.
5. Knowledge of how case plans are developed and implemented.
6. Ensure the confidentiality of program participants.
7. Provide monthly comprehensive reports, stats and program data.
8. Provide home inspections at the Housing Quality Standard (HQS) level..
9. Assist the case planning department staff in the intake and assessment of residents for acceptance into program.
10. Establish and maintain a professional office setting and work environment..

MINIMUM QUALIFICATIONS

1. BSW or BS in related field preferred or equivalent work experience
2. Minimum of six (6) years in the Human Service Field
3. Four (4) years case management experience
4. Familiarity with subsidized housing regulations and property management issues
5. Flexibility in days and hours available for work including weekends
6. Excellent written and oral communication skills
7. Valid drivers license with approved driving record
8. Reliable transportation and current insurance
9. DHS Central Registry Clearance
10. Approved police clearance/background check
11. Approved alcohol/drug screen