

Housing Case Manager Position Opening

St. Martin Center, Inc. seeks a Housing Case Manager. This position will provide comprehensive counseling services that help to implement and/or stabilize an individual's housing situation. This can include mortgage and rental assistance, subsidized housing programs and/or transitional housing. This position will specifically work with veterans, reentry populations, and homeless. The Housing Case Manager, under the supervision of the Self-Sufficiency Department Director, will work with clients to facilitate the process toward the attainment of established client goals. This is a yearly funded grant position.

Provide Individual Counseling Sessions

- Provide case management
- Maintain client files with required intake and counseling documents
- Track client progression/document in data management system
- Link clients with appropriate resources and social services
- Ensure customer confidentiality and protection through proper procedures

Marketing and Outreach

- Provide general information about housing opportunities
- Conduct community outreach to meet program goals as needed

Assist with the Overall Operations of the Department

- Establish relationships with clients, partners, other housing counseling agencies
- Complete program reporting as requested
- Participate in meetings and presentations

Required Skills:

- Technical skills in Microsoft Office
- Data input accuracy
- Interpersonal skills

Education and Experience:

- Bachelor's Degree preferred (human services, criminal justice, etc.)
- Background in human services strongly preferred due to the nature of the work and populations served
- Bilingual candidate a plus
- 2 -3 years of experience in housing counseling (preferred, not required)
- Knowledge of Erie City/County community resources preferred
- Veterans encouraged to apply

Job Type: Full-Time with some evening/weekend work required, full benefit package (paid time off, medical, dental, vision, 401k)

St. Martin Center is an EOE employer.

Please send resume and cover letter to St. Martin Center, 1701 Parade Street, Erie, PA 16503, or email to molszewski@stmartincenter.org. No phone calls.