

## Temporary Full-time Housing Case Manager Announcement

**Position Title:** Temporary Full-time Housing Case Manager  
**Immediate Supervisor:** Housing Program Manager  
**FLSA Classification:** Temporary/Full-time/Exempt

### Overview:

House of Ruth is a 25-year-old nonprofit HIV/AIDS social services organization with a mission of providing housing and support services for people with HIV/AIDS and their families who are homeless, at risk of losing their homes, or need financial help. We do this through a continuum of services: emergency shelter, short and long-term housing, mental health counseling, substance abuse treatment, advocacy for clients, and basic needs assistance to provide food, clothes, rent, utilities, public transportation, and back-to-school support.

Ours is a culture that values professionalism and integrity, along with an unwavering commitment to House of Ruth's mission. The successful candidate is a hands-on problem solver who takes the job duties seriously but is able to find humor in the day-to-day, sometimes unpredictable occurrences of a nonprofit that provides direct services to an underserved client population.

### Job Summary:

The Temporary Full-time Housing Case Manager will serve in a time-limited capacity and assume the workload of a Regular Full-time Housing Case Manager scheduled to be away on military deployment through March 1, 2019. The duration of this temporary position could be longer or shorter, depending on when the full-time employee returns to work.

Work hours are 1<sup>st</sup> shift Monday through Friday, 8:45 a.m. to 4:45 p.m. House of Ruth will consider flexible scheduling to accommodate school or other employment. No on-call responsibilities.

### Minimum Qualifications:

Bachelor's degree in Social Work or a related field

Valid drivers' license and reliable transportation

Successful completion of motor vehicle and criminal records checks

**Salary:** commensurate with education and experience

**Benefits:** group medical insurance, paid time off, paid holidays

### Responsibilities:

- Provides initial psychosocial assessment and updates on an ongoing basis
- Provides case management and service coordination designed to assist clients in maintaining stable housing

- Develops individualized case plan in collaboration with client in the areas of, but not limited to, daily living skills, money management, employment linkage, benefits establishment, linkage to substance abuse and mental health care, and all other services need to assist clients in reaching treatment goals
- Assists clients in locating safe, affordable housing
- Provides crisis intervention as needed
- Serves as a client advocate with third parties as needed
- Maintains required client documentation and progress notes
- Additional, selected duties to be performed from time to time may be required as necessary

**Physical Requirements:**

Physical exertion requirements other than routine, e.g., off- and on-loading, carrying, lifting, or other movements related to the work of the position, will be undertaken with the advice of the supervisor.

**To apply:** please submit cover letter and resume to Alisa Miller, Housing Program Manager, [amiller@houseofruth.net](mailto:amiller@houseofruth.net), 607 E. Saint Catherine St., Louisville KY 40203. Thank you for not telephoning about the status of your application. Review of applications will begin March 15 and continue until the position is filled.