Career Opportunity
Title: Housing Case Manager
FSLA: Exempt (Full-time; 40 hours per week)
Location: 402 N. St. Louis Avenue Chicago, IL 60624

We Are Breakthrough-Adult Service Network
Breakthrough offers a new model for homeless services. We are intentional about treating every person in need with dignity and respect, so they receive much more than a bed to sleep in—they receive the tools necessary to achieve self-sufficiency.

Position Summary
The Housing Case Manager is responsible for ongoing needs assessment, individual and family service plans, implementation, support, information, referral and advocacy for individuals and families who are in the Breakthrough Housing Program.

Key Responsibilities
The Case Manager’s responsibilities includes but is not limited to:

- Maintain a minimum caseload of 21 families.
- Meet bi-weekly with participants and families to develop and monitor all service plan utilizing trauma informed methodologies to assist tenants in remaining housed.
- Maintain participant files which include thorough and complete records of individual activity/progress with appropriate supporting documentation.
- Visit and inspect individual apartments to ensure they are properly maintained on a monthly basis.
- Complete HUD initial inspection prior to move in of participant.
- Distribute bus cards to participants to obtain necessary document for housing placements, and maintain a log of transportation assistance given.
- Work with the Employment Coordinator and Volunteers to assure that residents are linked with services such as employment, education, tutoring and/or mentoring.
- Attend trainings that increase knowledge of effectively meeting participants’ needs (including co-occurring disorders, harm reduction, and cultural competence). Attend all mandatory internal/external meetings.
- Facilitate relationship building between landlords/community partners and guests.
- Enter individual information into the database in a timely matter and update as needed in accordance with HMIS and Breakthrough Urban Ministries established guidelines.
- Prepare and submit reports to supervisor as required.
- Facilitate and coordinate supportive activities with other program staff to encourage spiritual, professional and emotional growth.
**Educational/Experience Requirements**
Bachelor’s degree in Social Work, Sociology, Human Service Administration, Psychology, Counseling, Education or Criminal Justice from an accredited college preferred. Minimum of 1 year related experience. Candidate must be able to work in an independent and team-setting manner. Must maintain a valid driver’s license along with daily access to a vehicle, proof of vehicle insurance.

**Compensation/Benefits**
In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

**To Apply**
Send/email/fax cover letter and resume to:
Breakthrough Urban Ministries Attn: H.R.
402 N. St. Louis Avenue Chicago, IL 60624
E: lcole@breakthrough.org
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.