



As a collaborative of congregations united in action, we create homes and advance equitable housing.

Families Moving Forward – Case Manager

The Organization

Beacon Interfaith Housing Collaborative is committed to ending homelessness. We are a collaborative of congregations working to build affordable and supportive housing, shelter families, and advocate for public and private resources to ensure that everyone in our community has a home.

Beacon is a growing organization with a dedicated staff and engaged volunteer leadership committed to ending homelessness. Beacon's Families Moving Forward shelter is a unique collaboration with congregations who host our families overnight. Families then return to the program center to participate in case management, job search and housing placement. The program shelters 8 families each night and provides services to 4 families in transitional housing. The FMF Hennepin Program Center is located on Emerson Avenue near Broadway Avenue in North Minneapolis. For more information, check out www.beaconinterfaith.org.

The Position

This position is one of two case managers that work collaboratively to provide case management services for the families in the Families Moving Forward Emergency Shelter and Housing Programs. This includes assessment and intake, resource referral, housing placement and employment search, coordination with host congregations, providing necessary client transportation, program support and community relations collaboration.

Hours: 34 – 40 hours per week

Schedule: Saturday 9:00 am to 5:30 pm, Sunday 7 am to 4 pm. The weekday schedule is negotiable, and could include arranging a 4-day work week (Saturday, Sunday plus two week days).

On-call: Participate in rotating weekly on-call schedule. A Case Manager would be expected to be on-call, and respond to issues in person as needed, for a 7-day work week every third week.

Pay rate: \$17 - \$22/hour. The position is eligible for health benefits, retirement plan, and paid-time off.

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Duties and Responsibilities

Provide Case Management to Emergency Shelter Program Families

- Screen potential families
- Conduct intakes including assessments and goal plans
- Meet regularly with families to assess progress toward goals
- Assist families with finding and obtaining necessary community resources, employment, mainstream benefits and housing
- Complete exit meetings with families
- Provide necessary client transportation

Provide Case Management to Housing Program Families

- Identify appropriate families for openings within the Housing Program
- Conduct intakes with families
- Assist Transitional Housing families in obtaining affordable housing
- Complete assessments and set goals with each family – including creating budgets and maintaining financial progress
- Complete regular home-visits with all Housing Program Families
- Assist families in finding appropriate resources for their goals and needs
- Attend appointments consistent with family's goals and needs
- Provide assistance with family's transportation needs as necessary
- Assist families in obtaining needed household and personal items

Maintain Documentation

- Maintain accurate and timely documentation of activities of families
- Maintain case files according to Policies and Procedures
- Track and report outcome data

Coordinate with Host Congregations

- Serve as the day-to-day communication hub to volunteers concerning shelter family issues and concerns
- On-call support, which includes responding to and immediately assisting in person as needed with any shelter-related emergencies that are reported by hosting congregations and volunteers.
- Serve as the communication hub with transportation services including scheduling and problem-solving with congregations

Program Support

- Monitor client interactions with peers and intervene in problem situations according to Policy and Procedures
- Assist clients in accomplishing shared household duties and oversee order and cleanliness of shelter

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- Maintain family access to all shelter resources such as: toiletries, laundry supplies, office supplies, access to telephone and computer, locker assignments, refrigerator, and kitchen storage needs
- Provide life skills programming to families
- Interview and provide training opportunities for interns

Community Relations

- Collaborate with community organizations/businesses to support shelter families
- Support the execution of fundraising events and other agency-wide activities or program promotions

General

- Develop and maintain productive, positive working relationships with other staff
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate
- Represent Beacon, its mission, vision and goals in the broader community.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

Qualifications

The ideal experienced candidate will have:

- Minimum of an Associate's degree but will also consider work and life experience
- Two years of case management experience is preferred
- Knowledge of Hennepin County housing and referral services preferred
- Experience working with homeless families
- Excellent communication skills, both verbally and writing
- Ability to work independently as well as in teams
- Ability to work effectively with and relate to diverse populations
- Ability to efficiently organize, coordinate, track and complete multiple tasks as well as adjust to changing priorities
- Ability to participate in rotating weekly on-call schedule. A Case Manager would be expected to be on-call, and respond to issues in person as needed, for a 7-day work week every third week.
- Desire to continuously learn for personal and professional growth
- High level of personal and professional integrity
- Professional demeanor
- Computer application proficiency, including Microsoft Outlook, Word, Excel, Powerpoint

If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at www.beaconinterfaith.org. Please submit resume with cover letter to HR@beaconinterfaith.org.

Beacon is an Equal Opportunity Employer.

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