This position’s primary responsibility is to assist residents with education and job opportunities and affordable housing searches. Other responsibilities of the position are to assist administrative staff with tasks that help the overall operations of the facility.

The Case Management Assistant responsibilities include:

1. Research appropriate programs and services related to education, affordable housing and job opportunities.

2. Counsel eligible residents regarding educational opportunities. Meet with residents to help identify education goals including their past education and limitations.

3. Assist with education searches and application assistance as needed. Offer encouragement, study skills and techniques to keep resident engaged in order to fulfill education goals.

4. Counsel eligible residents regarding employment opportunities. Meet with residents to help identify employment goals including their past work experience and limitations.

5. Assist with resumes, job searches and application assistance as needed. Offer interview techniques and skills to keep job after it is secured.

6. Identify affordable housing and assist residents to sign up for any open housing wait lists as soon as possible after arriving at Villa Maria. Counsel residents and eligible consumers regarding any and all housing opportunities.

7. Consult with and provide Case-manager with updates regarding any opportunities for education, housing and employment.

8. Prepare and maintain data of research and resources related to education, housing and employment.

9. Duties for providing research and housing opportunities include working and acting as liaison with housing providers and programs, and landlords.

10. Duties for providing research and employment opportunities to include working with workforce providers and employers at all levels.
Qualifications

1. Skill in human relations and counseling.
2. Organizational and supervisory skills.
3. Oral and written communications skills.
4. Computers skills as required by organization.