

Stabilization Group Facilitator & Case Manager

Full-Time | Salaried



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About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Stabilization Group Facilitator & Case Manager

Reports to: Stabilization Manager

Responsibilities:

The Stabilization Group Facilitator & Case Manager will use collaborative goals to identify barriers and appropriate interventions to support long-term job-training success. This individual will facilitate workshops and meet with clients to provide clinical support and resources around housing, employment, and mental health services. Additionally, the Stabilization Group Facilitator & Case Manager will serve as a liaison for clients as they progress through Project Place programming.

Specific responsibilities of the Stabilization Group Facilitator & Case Manager include:

- Program/Service Delivery
 - Facilitating psycho-educational curriculum for small groups based on the Dialectical Behavioral Therapy (DBT) model and hard skills around professionalism expectations in the workplace
 - Delivering programming and care coordination to a growing population of clients struggling with substance use disorders, mental health, and barriers that have historically inhibited their success in employment and housing outcomes

- Maintaining up-to-date knowledge of community resources and referrals
- Stabilization Case Management
 - Maintaining a short-term, rolling stabilization caseload with group participants and community referrals to develop Individual Development Plans (IDP)
 - Providing income maximization services to community referrals and agency clients
 - Assisting with the transition of stabilization clients into additional programming
 - Maintaining alumni-tracking caseload for agency retention efforts
- Team Responsibilities
 - Participating in the programming enrollment process, including orientation, and intake efforts
 - Case-conferencing with the Stabilization team to address individual client stabilization concerns
 - Attending agency-wide case management and cross-departmental meetings
- Client Data: Entering client data into database
- Other tasks as assigned by the Executive Director or designee.

Qualifications:

- Bachelor's degree in a human service field or equivalent work experience
- Interest and/or proficiency in clinical concepts, including Dialectical Behavioral Therapy (DBT)
- Excellent organizational and interpersonal skills
- Strong facilitation and communication skills
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders.

Location: Work will be performed primarily in person at our office.

Schedule: Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

Compensation & Benefits

The salary for this position is \$45,000 per year. Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Emily Rittenour, Stabilization Manager, at erittenour@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.