

# Stabilization & Housing Case Manager

Full-Time | Salaried



Jobs • Housing • Hope

## 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](http://www.projectplace.org) for more information about our organization.

## About This Job

*Job Title:* Stabilization & Housing Case Manager

*Reports to:* Manager of Stabilization Services

### *Responsibilities:*

The Stabilization & Housing Case Manager will identify barriers and appropriate interventions to support clients through income maximization services. This individual will build a community presence within the homeless service provider network and establish referral resources to promote client stability. Additionally, this individual will assist the Stabilization team with the facilitation of workshops and housing support services.

Specific duties of the Stabilization & Housing Case Manager include:

- Community Representation
  - Attending weekly Rapid Rehousing Partnership and Department of Neighborhood Development meetings to address barriers to permanent employment and housing
  - Receiving income maximization referrals from rapid rehousing partners and facilitating communication between agencies to best meet the needs of clients
  - Developing and maintaining up-to-date resources in the community, such as detoxes, outpatient mental health providers and residential treatment programs
  - Serving as a liaison between Project Place and community resources

- Stabilization Case Management
  - Maintaining a short-term, rolling stabilization caseload with group participants and community referrals to develop Individual Development Plans (IDP)
  - Advocating with collateral contacts to provide quality case management and integrated care
  - Providing income maximization guidance, including connecting individuals with federal and state benefits and/or helping them secure employment
  - 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 client 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 such as Motivational Interviewing
- Excellent organizational, interpersonal and communication skills
- Knowledge of local homeless service providers and housing supports strongly preferred
- 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 \$47,000 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, vision, 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 LeNay Harper, Director of Client Services, at [LHarper@projectplace.org](mailto:LHarper@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.