



## **Case Manager, Shallow Subsidy**

**Position:** Full Time / Regular / Non-Exempt

**Supervisor:** Manager, Shallow Subsidy

**SUMMARY:** This position is primarily responsible for implementing the Shallow Subsidy (SS) service within the Supportive Services for Veteran Families (SSVF) program. He/she will administer the SS services and ensure careful assessment of Veteran and his/her family housing needs, develop action plans, and provide or arrange assistance through referrals to other community partners. The employee will work with the Manager, Shallow Subsidy (SSM) to revise plans as needed to maximize success while ensuring compliance with the SS service and SSVF program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Case Management:**

1. Provides shallow subsidy (SS) case management services to low-income Veteran clients consistently throughout a 2-year period.
2. Completes a limited range of social work / case management activities centered on housing stability with housing vulnerable Veterans and their families: Transfer and Assessment, Care Planning, Referral, Liaison/Brokering, Education and Advocacy.
3. Develops, implements, and revises 2-year housing stability plan and assist with budgeting with SS clients.
4. Coordinates access and use of agency and community direct financial assistance resources to focus primarily on rental subsidy for the 2-year SS enrollment period, but occasionally to include other temporary financial assistance supporting housing stability.
5. Facilitates proactive problem solving and communication between clients and landlords.
6. Assists in the process of maintaining needed program eligibility documentation.
7. Participates with team to identify, develop, and implement best practices for services.
8. Maintains needed documentation of services rendered to include: contacts, services, progress notes, assessments, care plans and outcomes.
9. Maintains work consistent with Department / Team Quality Assurance Standards.

10. Become proficient in referral processes to HUDVASH, FEC and any other community partner to help Veteran Household to become self-sufficient.

**Clerical:**

1. Enters individual client services rendered into the client database and maintains files for all assigned clients to Agency and Department standards.

**General Duties:**

1. Adheres to Agency and Department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. Performs other duties as designated by supervisor or agency to include assistance with events.

**QUALIFICATIONS:**

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Strong preference for those candidates with experience with housing, homelessness and related social services and resources. Possess valid, current Driver's License.

**OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:**

- Veteran Preferred.
- Comprehensive knowledge of regional Veteran services and resources.
- Excellent multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Ability to motivate clients toward success.
- Compassionate, energetic and team focused.

**BENEFITS:**

Fun, mission driven culture; excellent PTO policy; 401K and subsidized health care, dental and vision plan.

**HOW TO APPLY:**

A resume and cover letter should be submitted to [jobs@osdtm.org](mailto:jobs@osdtm.org). No phone calls please. Selected candidate must pass a drug test and background check.

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