402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

Career Opportunity

Title: Transitional Housing Case Manager
FSLA: Exempt (Full-time; 40 hours per week)
Location: 3330 W. Carroll Avenue Chicago, IL 60624

We Are Breakthrough-Adult Service Network

Breakthrough offers a new model for homeless services. We are intentional about treating every person in need with dignity and respect, so they receive much more than a bed to sleep in—they receive the tools necessary to achieve self-sufficiency.

Position Summary

The Transitional Housing Case Manager works closely with program participants to assess barriers to self-sufficiency, establish individual service plans, link participants to relevant resources, and monitor progress and needs while maintaining a supportive, relationship based focus.

Key Responsibilities

The Case Manager's responsibilities includes but is not limited to:

- Provide case management to participants as assigned. Case management will involve, screening, intake, assessment, service plan development, monitoring, linkage to appropriate resources, follow up and tracking.
- Meet weekly with participants to develop and monitor all service plans utilizing trauma informed methodologies to assist tenants in remaining housed.
- Assist participants with completing lease agreements and obtaining other supportive documents such as identification, social security card, etc.
- Attend Case Management Meetings to collaborate with other Service Coordinators and Transitional Housing Team members in order to assist with the ongoing development of the participant's service plan
- Maintain client files which include thorough and complete records of participant's activity/progress with appropriate supporting documentation
- Distribute bus cards to participants to obtain necessary document for housing placements, and maintain a log of transportation assistance given.
- Work with the Employment Coordinator and Volunteers to assure that residents are linked with services such as employment, education, tutoring and/or mentoring.
- Attend trainings that increase knowledge of effectively meeting participants' needs (including co-occurring disorders, harm reduction, and cultural competence). Attend all mandatory internal/external meetings
- Enter participant information into the database in a timely matter and update as needed in accordance with HMIS and Breakthrough Urban Ministries established guidelines.
- Prepare and submit reports to supervisor as required
- Attend all required staff meetings and development sessions

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- Facilitate and coordinate supportive activities with other program staff to encourage spiritual, professional and emotional growth.
- Attend appropriate training, workshops, community resource meetings, etc. as they are available

Educational/Experience Requirements

Bachelor's degree in Social Work, Sociology, Human Service Administration, Psychology, Counseling, Education or Criminal Justice from an accredited college preferred. Minimum of 1 year related experience.

Compensation/Benefits

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

To Apply

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: H.R.

402 N. St. Louis Avenue Chicago, IL 60624

E: lcole@breakthrough.org

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.