

EMPLOYMENT OPENING

Come be a part of an innovative team that does “whatever it takes” to create success for women and children experiencing homelessness! Center for Transforming Lives is currently seeking a full-time Lead Case Manager (LCM) for the Transitional Housing Program. Evenings and some weekends are required.

The Transitional Housing Case Manager has the primary responsibility to:

1. Determine program eligibility for applicants served in Transitional Housing On-Site Residential (OSR) and Community-Based (CB) utilizing trauma informed strategies and interventions.
2. Collaborate with the Residential Services Program Manager to assure Transitional Housing On-Site Residential (OSR) and Transitional Housing Community-Based (CB) bed capacity is managed in strict adherence to monthly census projections and planned/unplanned discharges.
3. Respond to applications/inquiries for service within 24 business hours of receipt. Accept applications Monday through Friday during business hours by external partner agency referral.
4. Consistently track receipt of transitional housing applications/service inquiries and applicant/participant demographics utilizing internal tracking mechanisms. Update tracking mechanisms immediately after a status change occurs.
5. Manage a small caseload. Assist applicants/participants with goal setting, needs assessment, information and referrals.
6. Complete prompt, trauma informed, culturally responsive, nondiscriminatory/nonjudgmental pre-admissions screenings, intakes, and psychosocial assessments, and service plans in accordance with program policy and procedure.
7. Coordinate and schedule applicants for a Multidisciplinary Team (MDT) admission meeting within the respective timeframes for TH (OSR) and TH (CB).
8. Identify and secure transitional housing units in the rental market throughout Tarrant County and working closely with families to ensure access to housing.
9. Overseeing development and implementation of strength-based, client centered, trauma informed service plans; providing clinical supervision and training in interventions outlined in service plans.
10. Completing timely and accurate program funder reports and internal metric reports.
11. Assist with development and implementation of transitional housing program policy and practices.
12. Act as the primary point of contact and oversee program operations in the absence of the Residential Services Program Manager.

Qualified candidates have a minimum of a:

1. Master’s degree in Social Work, Psychology, Sociology, or related field. Clinical licensure is preferred (LMSW or LPC). At least two years of housing services experience and three years of experience supervising service delivery to families experiencing homelessness and other forms of trauma and victimization;
2. Knowledge and experience in trauma informed care and the ability to evaluate and document services with a clinical approach.
3. Demonstrate effective written and oral communication skills, including the ability to effectively articulate CTL’s mission, vision, and message.
4. Excellent interpersonal skills and the ability to work well with all levels of management, staff, and families; work independently with minimum supervision and maximum accountability.
5. Ability to work independently and as a team member, analyze problems, identify alternative solutions, and implement recommendations.
6. Knowledge of Windows operating system and Office products, including Microsoft Word, Excel and Outlook. Ability to learn and use any other software programs necessary for the office.

Competitive compensation and benefits; wage commensurate with goodness of fit, experience and education. Please send resume with salary requirements to lmartin@transforminglives.org.

For more information, please visit www.transforminglives.org

The Center for Transforming Lives moves women, children and their families from poverty to independence, through housing, high-quality affordable child care and financial empowerment services.

Center for Transforming Lives is an Equal Opportunity Employer (EOE)