

## Case Manager

*Homes for the Homeless (HFH) is expanding rapidly to continue its mission of providing homeless families with opportunities and support to transition into permanent housing. HFH helps create lasting solutions for families experiencing homelessness through self-sufficiency planning, goal setting, and achievement. We invite you to visit our website, [www.hfhny.org](http://www.hfhny.org), to learn more about our facilities and programs.*

We are searching for Case Managers to assist families with children residing in our shelters in setting goals, tracking progress, and connecting to services. This position requires strong organizational skills, attention to detail, sensitivity for issues surrounding poverty, and good written and verbal skills. Maintains and updates case files to document progress and facilitates information sharing with other staff members. Openings are available in the Bronx and Queens.

### Responsibilities Include:

- Handle a caseload of approximately 25 homeless families
- Collaborate with clients to develop service plans based on an assessment of each family's needs.
- Assisting families with referrals to outside agencies for employment, education, parenting, legal, medical, and mental health services.
- Maintains and updates case files to document progress
- Assisting families in moving to permanent housing.
- Ensuring that clients maintain an open public assistance case.

### Requirements:

- Bachelor's degree in Social Work or a related field.
- Familiarity with case management, entitlement systems, and a knowledge of issues that impact families is a plus.
- Proficiency with Microsoft Office.
- Bilingual in Spanish or other language is a plus.

### Compensation:

Excellent benefits including comprehensive health insurance, employer funded retirement benefits, life insurance, and ample vacation, holiday, personal and sick leave.

### How to apply:

Please follow the URL link to our job board and select "Case Manager".

[https://workforcenow.adp.com/jobs/apply/posting.html?client=hfthi&cclid=1569331591\\_14508&type=MP&lang=en\\_US#](https://workforcenow.adp.com/jobs/apply/posting.html?client=hfthi&cclid=1569331591_14508&type=MP&lang=en_US#)

*HFH has a strong EEO commitment and encourages applicants that will increase the diversity of our organization. We are an Equal Opportunity Employer (EEO) committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.*

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## Employment Specialist

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Our transitional housing facility in Jamaica, Queens, is hiring an Employment Specialist to join our Family Services team. The Employment Specialist helps residents overcome barriers to join or re-enter the workforce. Our ideal candidate has a knack for networking, is organized, up-to-date on current hiring practices, and enthusiastic about guiding their clients on to the next step of their life.

### Responsibilities Include:

- Coordinate referral process and program entry interviews
- Facilitate employment training workshops
- Develop and monitor employment service plans
- Conduct assessment of client's employability
- Assist clients in achieving employment goals by providing individual employment counseling
- Conduct outreach to potential employers and the community to promote program services

### Requirements:

- Bachelor's degree, preferably in Social Sciences/Social Work/Career and Work Counseling
- Experience working with individuals and groups who have multiple barriers to employment
- Familiar with return to work strategies, life skills, employment training and counseling.
- Training and/or staff development experience
- Superior oral and written communication skills
- Must be Proficient in MS Office Applications

### Compensation:

Excellent benefits including comprehensive health insurance, employer funded retirement benefits, life insurance, and ample vacation, holiday, personal and sick leave.

Apply for Employment Specialist - Jamaica, Queens using the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=hfthi&jobId=197476&lang=en\\_US&source=CC4](https://workforcenow.adp.com/jobs/apply/posting.html?client=hfthi&jobId=197476&lang=en_US&source=CC4)

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