



Tel 610.744.1010
Email info@delcofoundation.org
www.delcofoundation.org

200 E. State St., Suite 304
Media, PA 19063

Position: Housing Opportunities Program for Equity (HOPE) Housing Case Manager

Program: HOPE

Supervised By: HOPE Director

Salary: \$40,000

Purpose

The Housing Opportunities Program for Equity (HOPE) Housing Case Manager is a part of the HOPE team, under the direct supervision of the program Director. The Housing Case Manager is responsible for providing a high level of case management services to a minimum of 25-30 low to moderate risk HOPE participants that are NOT enrolled in Healthy Start or Nurse-Family Partnership (NFP) programs for on-going case management services.

Qualifications

- High School diploma required with more than five years of experience; Bachelor's Degree preferred in Human Service.
- Experience working with and delivering case management services to vulnerable populations.
- Experience in Housing and Supportive Housing Services is a plus.
- Experience in Maternal and Child Health issues is a plus.
- Experience in crisis intervention and conflict resolution is a plus.
- Strong interpersonal communication and organizational skills required.
- CPR certification required.
- Child abuse clearances as mandated by PA Act 33 required.
- Valid driver's license required.
- Must be able to work a flexible schedule, including some evenings and weekends.

Experience/Skills

- Experience working in housing and supportive services and working with diverse populations, communities, and organizations.
- Advanced computer, typing, and data entry skills with the ability to use Microsoft Office Suite.
- Proven ability to work in a diverse and stressful environment with families that present multiple barriers.
- Excellent written and verbal communication skills are a must.

Responsibilities

- Attend supervision with the HOPE Director.
- Attend and participate in the TFDC Women's and Children's Services monthly departmental staff meeting.
- Adheres to all The Foundation for Delaware County and departmental policies and procedures.
- Maintains confidentiality of client, employee, and other confidential information covered by regulations and professional ethics.
- Maintains constructive relationships with internal and external customers.



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- Participates in outreach and recruitment strategies to identify potential program participants.
- Documents and tracks all relevant information in the data application.
- Responsible for the completion of all screenings and assessments.
- Assist with the completion of grant reports as needed.
- Other duties as assigned.

Physical Requirements:

- Able to sit and drive for lengthy periods of time to visit clients
- Able to carry and move supplies for visits up to 25lbs.
- Will require fine motor skills for typing and writing notes and data entry

Cover Letter

- In addition to explaining your interest in the position, please answer the following question: *Why are housing issues important to you?*

The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County. All employees are required to have received the first COVID-19 vaccination dose by the first day of employment.

This position is grant-funded and contingent upon grant funding. If the grant funding is exhausted, this position may be reduced in hours or eliminated.

Interested applicants should send a resume and cover letter to:

HumanResources@delcofoundation.org