



Position Announcement

Housing Specialist (Case Manager) Client Services Department Men's Shelter of Charlotte, Inc.

Posting Closes: Thursday, March 8, 2012

Men's Shelter of Charlotte, a private non-profit agency serving homeless men in Charlotte, North Carolina, is seeking a qualified and enthusiastic **Housing Specialist (Case Manager)**. The Housing Specialist's primary responsibility is to help men obtain and maintain more appropriate housing. The Housing Specialist provides comprehensive case management assistance to an identified case load of clients seeking program services. In addition, the Housing Specialist completes assessment screenings, makes recommendations for services, and consults with shelter staff regarding any special needs. The Housing Specialist conducts home visits and provides services to caseload in community settings. In addition to case management responsibilities, the Housing Specialist assists the Continuing Care Team Leader in building relationships with local landlords, identifying community-based resources for clients, and managing other programmatic aspects of the Continuing Care Team.

Candidates must be comfortable working in a large homeless shelter setting as well as conducting home visits and providing services in community settings. Candidates must be comfortable with and enthusiastic about working with homeless men, especially dually-diagnosed persons. Work hours outside of the normal business day, including evenings and some weekends, plus being on call for emergencies is expected. Ideal candidates will possess, at minimum, a bachelor's degree in social work and a minimum of two years of relatable experience, or a combination of relevant experience and education to effectively perform the position's expectations. Previous experience providing low-income / affordable housing placement and supportive services with special populations, including those experiencing homelessness, is strongly preferred; as is knowledge of issues related to homelessness and rapid re-housing. Must have a valid driver's license and clean driving record. The anticipated hiring range for this position is \$34,000-\$36,000. The Men's Shelter offers a generous benefits package including medical, vision, and dental coverage, voluntary retirement plan, plus paid vacation and sick leave.

Applications Instructions:

Interested applicants must submit the following items by the deadline: **5pm on March 8, 2012.**

- Letter of interest highlighting relevant experience, including why you want to work for a homeless services agency;
- Contact information (including phone, address, and email) for at least three (3) professional references, and;
- Resume (include complete work history).

Submit completed application materials to:

Anita Leach, Business Director
Men's Shelter of Charlotte, Inc.
PO Box 36471
Charlotte, NC 28236

or Email to Anita.Leach@MensShelterofCharlotte.org

No phone calls, please. Men's Shelter of Charlotte is an Equal Opportunity Employer. For more information about Men's Shelter of Charlotte, Inc. please visit www.MensShelterofCharlotte.org.