



Job Announcement

Housing Stabilization Case Manager CCR

Job Title & Code:	Housing Stabilization Case Manager CCR (Non-Exempt)
Job Hours:	Full Time
Salary:	\$18.00 - \$21.25 per hour
Benefits:	Health, Dental, Life, RX, Vision, FSA, Vacation, Sick, Holidays, 403B plan

ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!

Position Summary

The Housing Stabilization Case Manager in CCR (Center for Community Resilience) works as part of a multi-disciplinary team of community partners and other ACCESS staff working together to support participants and families who have been impacted by the fires to gain or maintain housing stability. This will include, but not be limited to, populations such as seniors, disabled, and our most vulnerable neighbors who are unhoused or at-risk of becoming unhoused. The ideal candidate has experience working with issues related to houselessness; substance abuse, mental health, and history of trauma. This position will locate and secure permanent housing opportunities for our participants while providing a high level of trauma informed, coordinated care.

Position Duties & Responsibilities

- Help program participants conduct housing searches. Negotiate with potential landlords on behalf of the participants.
- Assist in the processing and submission of applications for housing (subsidized and unsubsidized).
- Collaborate with the program participant's multi-disciplinary team working with the participants and their families to ensure seamless services and solve any potential issues.
- Schedule and conduct home visits with participants in their homes, when needed.
- Develop an individualized housing stabilization plan with participants and their families. Including, but not limited to, skill building activities and other skills that will promote housing stability. Empower families in problem solving based on their strengths.
- Document on a timely basis all family contacts, consultations, follow-up, and services using forms provided by ACCESS and other agencies requiring paperwork. This may include information on services provided to participants in the Homeless Management Information System (HMIS) when necessary.
- Participate in meetings and attend all trainings as required by ACCESS and other participating agencies.
- Conduct inspections of potential permanent housing units where program participants will reside.
- Maintain confidentiality of information and records in accordance with all Confidentiality Policy and Procedures.

Position Requirements

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- At least 1 year of case management experience working with vulnerable populations or similar experience in evaluating social service needs of families and linking families to appropriate resources in order to meet identified needs.



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- Excellent computer skills including proficiency in software programs including but not limited to Microsoft Office products and web-based applications.
- Ability to establish and maintain effective, working relationships with children, parents, staff, and professionals.
- Demonstrated experience in evaluating social service needs of families and linking families to appropriate resources in order to meet identified needs. In addition, understanding adult learning principles and family dynamics.
- Must have good interpersonal, written communication, and oral communication skills.
- Ability to maintain a professional demeanor when working with people that are in difficult situations.
- Demonstrated knowledge in the field of alcohol and drug awareness and/or treatment preferred.
- This position is required to have a work issued cell phone (in lieu of a cell phone other similar options are available per the agency Cell Phone Election Form).
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Apply by Sending Application, Cover Letter & Resume To
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504
mail hr@accesshelps.org