



## **DOORWAYS Job Description**

- JOB TITLE:** Comprehensive Flex Housing Care Coordinator  
(Case Management)
- SCOPE:** Full-Time/Non-Exempt
- SUPERVISION:** This position is supervised by the Comprehensive Flex Housing Program Director

### **JOB DESCRIPTION**

The Comprehensive Flex Housing Program (CFH) is a Housing First model that provides an array of emergency and transitional flexible housing options with person-centered, holistic care to help clients navigate their journey toward independence. The CFH Care Coordinator serves as the main contact with the clients participating in the CFH program. It is expected that the Care Coordinator assist in the promotion of DOORWAYS Maxims and ideals while providing case management and coordinating the resources and support that clients need to become self-sufficient and achieve housing stability. The Care Coordinator works with clients to develop housing stability plans and coordinate a client support team of internal and external partners to help the client address and remove barriers to housing and help them procure and maintain stable housing.

### **MAJOR PROGRAM DUTIES AND RESPONSIBILITIES**

- Assist clients with move-in and ensure that clients complete a welcome orientation.
- Ensure that chart records, assessments, case plans, case notes and all other applicable documentation is gathered and documented in a timely manner as directed. Utilize SCOUT/Service Point/CaseWorthy databases as the main systems of collecting and recording services rendered.
- Assist clients in procuring applicable resources, benefits and entitlements as appropriate.
- Conduct inspections of emergency housing sites and permanent housing sites as required.
- Coordinate and facilitate a support team for each assigned client to include Ryan White Case Manager and other internal and external supports as appropriate to create and maintain a client-centered housing stability case plan.
- Assist clients in procuring permanent housing in the community as appropriate.
- Interface as appropriate with local CoC Coordinated Entry processes.
- Actively engage clients utilizing housing first principles with a trauma-informed approach.



## **DOORWAYS**

- Assist in obtaining resources from community social, health and welfare agencies and making referrals to community supports to meet the needs of each client.
- Build working relationships with landlords in the community, homeless services providers, health organizations, behavioral health service providers and other related facilities and organizations.
- Attend and actively engage in staff, team, client and community meetings as directed.
- Complete other duties as assigned.

### **EDUCATION, KNOWLEDGE, SKILLS & ABILITIES**

- A bachelor's Degree in Social Work or related area highly preferred
- A broad understanding of HIV/AIDS, mental disorders, substance abuse and homelessness preferred
- Knowledge of Motivational Interviewing, Housing First Principles, Trauma-Informed Care and Harm Reduction a plus
- Experience with shelter and housing services, mental health services and substance use disorder services in the community a plus
- Understanding and experience with client management software
- Must be able to work with persons with varying degrees of need, who are in crisis
- Must be able to work independently within a team environment
- Must be able to multi-task in a fast paced, high-energy work environment
- Must have proficient knowledge of Microsoft Office software, especially Word, Excel and Outlook
- Must have excellent writing and communication skills
- Must have reliable transportation and willingness to work with program participants on multiple housing sites
- This position will require certification in Mental Health First Aid, CPR and SOAR (will be provided by DOORWAYS)

### **PHYSICAL REQUIREMENTS**

The CFH Care Coordinator will conduct a large part of the work sitting and/or standing at a computer and must be able to spend extended periods of time typing and reading at a computer. The position may require lifting, pulling, and/or pushing items in excess of 15 pounds. This position will require walking through the building and engaging staff and clients.

### **WORKING CONDITIONS**

Works in a climate-controlled and well-lighted environment with a smoke-free policy. Works in an office and throughout the building daily. Periodically works off site meeting with clients in the community, conducting housing inspections, or attending community meetings.



***ACKNOWLEDGMENT***

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **CFH Care Coordinator** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B Viruses.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or I and such termination can be made without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – CFH Care Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – CFH Program Director

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.

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