

Central Wisconsin Community Action Council, Inc.

1000 Hwy 13
P.O. Box 430
Wisconsin Dells, WI 53965



PHONE: (608) 254-8353
FAX: (608) 254-4327
Email - donna@cwac.org

Homeless Unit Case Manager Assistant – Juneau County

Part Time Position (16-24 Hours per week)

Wage Scale \$14.00 to \$17.50 per hour

General Statement of Required Education, Knowledge, Skills and Abilities

- Human Service or related field experience or lived experience desired
- Knowledge of low-income community and homelessness issues is essential
- Must have excellent communication, problem- solving, organizational skills and the ability to establish and maintain effective relationships with others
- Exercise good judgement, accuracy and maintain confidentiality at all times
- Ability to work independently and exhibit self-initiative
- Knowledge of Microsoft Office for Windows preferred
- Requires own vehicle with insurance

General Statement of Duties

- Provide Case Management and Case Management to homeless families and individuals through Project Chance Rapid Re-Housing, and Tenant Based Rental Assistance programs.
- This involves assessment of clients who would meet the criteria of the grant and then case manage to assist the participants to meet their individual needs. Determine those having significant barriers to successfully maintain permanent housing.
- HQS Housing Inspections.
- Once a family or individual is accepted into Project Chance Rapid Re-Housing or Tenant Based Rental Assistance the task becomes coordinating and referring them to the service providers who fund the programs there needs to meet their individualized plan and goals.
- Provide Housing Stability Case Management to homeless families and individuals, crisis phone calls and referrals of appropriate resources for Juneau County to meet their individual needs. Preventing evictions and utilizing crisis funds.
- Provide clients with other crisis rental and low -income rental resources
- Provide an intake assessment to the homeless individuals and families for emergency shelter such as placing at a local motel
- Using the crisis funds in Juneau County when available otherwise refer to another agency who may be able to assist.
- Coordinating length of stay and rate of payment and referrals to Homeless Shelters or Domestic Violence Shelters
- Close contacts with Salvation Army, Human Services, Mauston Housing Authority, Juneau County Housing Authority, Motel Owners, Foundation for Rural Housing, St. Vincent DePaul, Renewal Unlimited, Baraboo Pathway Home Shelter, Beaver Dam and Portage Shelters.
- Client files, monitoring of files, and Case Management Notes
- Intake and Assessment for Homeless individuals. Work with the HMIS (Homeless Management Information Systems) database. Follow up with clients in HMIS every 30 days and update current living situation for the live active priority list.
- Perform other duties as required

The above list is illustrative in nature. Central Wisconsin Community Action Council reserves the right to make adjustments to position descriptions, staff responsibilities policies and in order to meet the changing needs of the agency and those we serve.

Working Conditions:

Employee must have the ability to work under high level of stress due to deadlines, to deal with regular changes and tasks depending on the funding sources. The ability to maintain composure and objectively when working in difficult situations and with difficult clients. Travel may be required within scope of this position such as home visits for clients and housing inspections. Regular office hours are maintained, within the exception of emergency situations and funding source requirements, which may occasionally occur, also must be able to work independently.

AN EQUAL OPPORTUNITY EMPLOYER

ADAMS COUNTY
1874 Hwy 13
PO Box 647
Friendship, WI 53934
(608) 339-0273



COLUMBIA COUNTY
203 DeWitt Street.
Portage, WI 53901
(608) 742-3320

DODGE COUNTY
134 South Spring Street
Beaver Dam, WI 53916
(920) 885-9559

JUNEAU COUNTY
948 Herriot Drive
PO Box 253
Mauston, WI 53948
(608) 847-1124

SAUK COUNTY
505 Broadway
Job Center, Suite B30
Baraboo, WI 53913
(608) 355-4812