



## Rapid Rehousing Case Manager, MHP Job Description

**Description:** Work as part of the Rapid Rehousing Team and collaboratively with other organizations as part of the Expedited Housing Initiative. Conduct assessments and provide support services to homeless individuals and families after placing them in scattered site apartments across the city of Chicago. Ensure clients have income and skills necessary to graduate within 9 to 12 months or be transferred to Permanent Supportive Housing.

Job duties include but are not limited to:

- Assess clients' mental health status to determine need for Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH).
- Collaborate with Housing Liaisons and Chicago Rents Program to move homeless individuals and families into housing as quickly as possible.
- Providing intensive case management services in the community, at the clients' apartment over 9 -12 months to ensure clients can pay rent and maintain housing stability at graduation.
- Identifying client and resident needs, strengths, and barriers to independent living. Assisting with effective problem solving to address issues.
- Providing treatment planning, coordination, and implementation of services needed.
- Providing information, linkage, referral and advocacy for clients and residents with agencies in the community, including crises intervention services when needed.
- Working with clients and residents to increase their skills and income to pay the full rent after 12 months of decreasing rental support.
- Maintaining the confidentiality of client information in any written, oral, or electronic form including, but not limited to, health information, HIV/AIDS status, and disability information. Releasing such information only as needed and with the proper release from the client unless mandated by law.
- Reporting all incidents of abuse, and/or neglect as required by state law.
- Maintaining accurate and up-to-date records using HMIS and paper files on all clients, including maintaining records necessary to fulfill grant requirements.
- Coordinating the provision of appropriate services from other providers from the community at buildings at which clients and residents are living.
- Working cooperatively with building management to ensure residential stability of clients and residents.
- Provide crisis support as needed.

Additional duties not listed may be required depending upon the need of clients and residents and at the discretion of your supervisor.

Must have the ability to relate appropriately and effectively with residents and families, to other staff and to personnel of other community agencies, knowledge of the symptoms of and appropriate treatments for mental illness. Knowledge of community resources, instructional skills, and ability to present information; skill to organize and document notes and service plans; knowledge of and willingness to match programs and services appropriate for clients and residents; skill to establish and maintain effective working relationships; ability to work independently and as a member of an interdisciplinary team including residents.

**Requirements:** Qualified candidates will have at least a bachelor's degree in social work or a related field, Experience with Harm Reduction techniques, working with mental illness and substance abuse is required. Candidate must have an automobile and current insurance. Computer literacy is a must!



RENAISSANCE  
SOCIAL SERVICES

Employee Print: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Print: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_