

**WARREN METROPOLITAN HOUSING AUTHORITY
POSITION DESCRIPTION**

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Position Title: HCRP Case Worker

Incumbent:

Reports To: COC Manager

FLSA Status:

Non-Exempt

Pay Range: 7

Civil Service Status:

Classified

Probation: 180 days

Employment Statuses:

Full Time

Work Hours: Monday – Friday 8:00 AM – 4:30 PM

Lunch:

Unpaid

JOB RESPONSIBILITIES:

Under general supervision, Intake crisis calls; work with Region shelters and homeless families to administer HCRP funds for Region 14. Provide case management and manage client information in Homeless Management Information System (HMIS).

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

High School diploma or equivalent with basic knowledge of Continuum of Care Homeless programs. Social Work training or experience with basic knowledge of problem solving, multitasking and customer communication.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Valid Driver's License; HQS Certified and HMIS license required.

ESSENTIAL FUNCTIONS:

- 1. Intake Crisis calls from homeless families in Region 14 and provide case management.**
- 2. Maintain precise and accurate documentation of case management services and documents regular contact with clients.**
- 3. Maintain client housing files and provide program information for monthly board report.**
- 4. Meet with Shelter families and homeless clients to determine eligibility for HCRP.**
- 5. Enter HCRP clients into HMIS systems with entry and exit date. Maintain accurate HMIS data; responsible to make corrections for data quality reports.**

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- 6. Assist with housing search and advocate for clients with landlords.**
- 7. Conduct Habitability Inspections on program units.**
- 8. Provide monthly case management to HCRP clients to ensure housing stability and determine if additional assistance is needed**
- 9. Develop and maintain database of owners and motels to work with clients.**
- 10. Demonstrates regular and predictable attendance.**
- 11. Follows all safety and health practices of Warren Metropolitan Housing Authority.**

OTHER DUTIES AND RESPONSIBILITIES:

- 1. May attend trainings and meetings as required.**
- 2. Performs other duties as required by supervisor.**

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KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: COC Homeless Programs and HUD Regulations.

Ability to: maintain accurate records; solve problems; perform minimal math calculations;
Multitask and communicate effectively orally and in writing. Able to prioritize job duties and work well alone or as part of a team.

Skills: data entry and computer applications.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position.

(Employer's Signature)

(Date)

Date Adopted: 05/18/2018
Date Revised: 04/28/2018

HCRP Case Worker

Warren Metropolitan Housing Authority is accepting applications for the position of (Homeless Crisis Response Program) HCRP Case Worker. This position will be responsible for working with homeless families in Region 14 (Butler, Clermont and Warren Counties) to determine eligibility for the HCRP program. Primary duties will include travel to Region Shelters to assess families and assist in housing search. Must be a self-starter able to prioritize workload and work well independently and as a team.

General knowledge of HUD Homeless programs preferred but not required. WMHA offers an excellent benefit package, Public Employees Retirement System (PERS), 11 paid holidays and vacation. Candidate must be able to pass a criminal background, drug screening and obtain a valid Ohio Driver License.

Applicants may submit a resume, cover letter and salary history by email to humanresources@warrenmha.org; mail or in person to Warren Metropolitan Housing Authority, 990 East Ridge Drive, Lebanon, Ohio 45036 by Friday November 16, 2018.

NO PHONE CALLS WILL BE ACCEPTED.