141 Franklin Street Stamford, CT 06901
InspiricaCT.org

Inspirica, Inc.
Case Manager, Temporary Housing
Job Description

Location: Stamford, CT
Reports to: Director, Case Management
FLSA Status: Exempt
Hours per week: 40; 9am-5pm, Monday-Friday
Salary: $47,000-$52,000

About Us
Inspirica is a mission-driven 501C3 organization dedicated to providing housing and comprehensive services to individuals and families experiencing homelessness. With multiple programs and diverse grant funding sources, we work to create sustainable solutions that empower our residents and strengthen our community.

Position Overview
Within the framework of policies and objectives established for all Inspirica residential programs, and under the direction of the Director of Case Management, the Case Manager, Temporary Housing plays a crucial role in providing comprehensive support and assistance to individuals experiencing homelessness. The primary responsibilities involve assessing the needs of each resident and developing individualized housing plans to help them regain stability and achieve self-sufficiency. The Case Manager, Temporary Housing works closely with guests, as well as external organizations and service providers, to ensure the successful implementation of these plans.

Principal Roles, Responsibilities and Duties

- The Case Manager will generally work 40 hours a week Monday through Friday but may be required to deviate from those hours to conduct business as deemed necessary.
- The Case Manager will have a personal caseload of 15-20 clients and will be responsible for all case management responsibilities for these participants. This includes reviewing client intakes, updating HMIS, ensuring program agreements are completed, preparing housing plans and updating them as needed, meeting with his/her assigned participants at least once a week, preparing progress notes weekly, updating release of information consents every 6 months etc.
- Individualized Service Planning: Collaborate with residents to develop comprehensive service plans, outlining short and long-term goals, action steps, and strategies to overcome challenges. Ensure plans are realistic, person-centered, and aligned with the shelter's mission.
- Referrals and Resource Coordination: Connect residents with appropriate community resources, such as healthcare providers, employment services, mental health agencies, substance abuse treatment centers, and educational programs. Coordinate and monitor referrals to ensure timely access to necessary services.

- Case Management: Provide ongoing support, guidance, and advocacy to residents throughout their stay in the shelter. Conduct regular check-ins, monitor progress towards goals, and crisis offer intervention when needed. Maintain accurate and confidential case records.
- Life Skills Development: Offer workshops, group sessions, and individual coaching to help residents develop essential life skills, including budgeting, job readiness, parenting, conflict resolution, and stress management. Foster a supportive and empowering environment.
- Housing Placement: Collaborate with housing agencies and landlords to identify safe and affordable housing options for residents. Assist with the completion of housing applications, provide housing search support, and help residents navigate the rental process.
- Community Engagement: Establish and maintain positive relationships with local service providers, government agencies, and community organizations. Participate in collaborative efforts to address homelessness, advocate for policy changes, and raise awareness about the challenges faced by homeless individuals.
- Documentation and Reporting: Ensure accurate and timely documentation of all client interactions, assessments, referrals, and progress notes. Generate reports as required by funding sources, management, and regulatory bodies.

Experience, Skills and Knowledge

- Must be familiar with all external program requirements including those established by law, regulation or our contracts with funding agencies.
- Must have a valid driver's license and a good driving record.
- Bachelor's Degree in Social Work or related field required, Masters preferred.
- Preferably bilingual in Spanish and/or Creole.
- Experience with HMIS & DDAp databases.
- Experience working with individuals experiencing homeless and the challenges they face including but not limited to domestic violence, mental and medical health challenges, educational barriers, and the experience of being undocumented in this country.
- Ability to problem solve crisis situations.
- Knowledge of DEIB concerns and willing to be an ally against discrimination of all types.
- Must be able to obtain or have CPR/First Aid and Blood Pathogens Certification.
- Uphold confidentiality by following HIPPA guidelines.