

Position Description
Housing Case Manager
East Central Ministries, Inc

East Central Ministries, Inc (ECM) is 501(c)3 non-profit community development organization located in the ID. Founded in 1999, ECM has cultivated partnerships within the International District community to build creative solutions to the ID's unique challenges of poverty and health disparities through education, leadership development, community-building, and meeting community-identified needs. ECM practices an asset-based community development philosophy that is rooted in relationships, by listening to the community as they define their assets, needs, and goals. ECM's primary activities are its community health center, One Hope Centro de Vida, its food cooperative serving over 100 families, and its Growing Awareness Urban farm. ECM also oversees a housing cooperative, youth and preschool programs, case management, and a thrift store.

Job Summary:

ECM is hiring a Housing Case Manager who will be responsible for providing family stability services to precariously housed families referred through the APS Title I McKinney Vento Program. This is a one-year pilot program with special funding through the United Way of Central New Mexico's Siemer Grant fund. The ideal candidate will have a passion for keeping people in homes, knowledge surrounding housing issues and initiatives, and previous case management experience.

Primary Duties:

- Work as part of a team to develop ECM's family stability housing program through this pilot project. This includes working closely with ABC Community Schools and United Way.
- Assess referrals from APS McKinney Vento to determine eligibility for services.
- Provide case management for eligible referrals, including intake assessment, development of a comprehensive case management plan for each family, and regular meetings with clients.
- Maintain client progress notes with monthly reporting to Program Director and quarterly reporting to the Siemer Foundation.
- Network and connect with local resources and organizations to increase knowledge of available services and develop agreements and mechanisms for referrals between agencies.
- Participate in community meetings and training as requested.
- Attend bi-weekly staff meetings and case management meetings for client review.
- Perform other tasks as required for effective development of the pilot program.

Qualifications:

- Bachelor's degree in Social Sciences, Community/Public Health or related field. Three years of experience can be substituted for a Bachelor's degree.
- Experience working with homeless individuals preferred.
- Ability to sensitively engage and communicate cross-culturally.
- Ability to communicate orally and in writing in Spanish, or a second language relevant to Albuquerque's population, preferred but not required.

- Ability to collaborate and coordinate with other social service entities and advocate on behalf of the client.
- Ability to separate personal from professional and to be able to establish boundaries with clients.
- Ability to work independently and as part yet of a larger team.
- Proficient with computers to include data entry, word processing, and spreadsheets.
- Valid New Mexico driver's license with one-year driving experience with no moving violations.
- Must be willing to undergo a background check.

Supervision

This position is directly supervised by the Program Director.

Full time:

40 hours per week, Monday through Friday 9 am to 5 pm or as arranged with supervisor. Occasional evening and weekend hours to meet with clients.

Salary:

\$17-\$19 an hour, depending on experience and education. Benefits include PTO and holidays, membership in ECM's food cooperative, reduced medical and dental rates at ECM's One Hope Centro de Vida health center, and a year-end healthcare bonus after one year.

Duration of Contract:

One year from start date, with possibility of renewal for next grant cycle. There will be a 3-month probationary period included in the one year.

Application Process:

Please send a cover letter, resume, and two professional references to judy@eastcentralministries.org

Position will remain open until filled, but applications received by November 30 will be prioritized. ECM endeavors to respond to every submission whether or not an interview is offered.

ECM is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or military service. ECM does not tolerate discrimination or harassment of any kind.