



Position	Case Manager
Reports To	Program Manager – Case Management
Classification	Nonexempt
Hours	Up to 40 hours a week (days and overnights)
Salary Range	\$29-\$32 / hour

### ABOUT PORCHLIGHT

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County’s Eastside community, PorchLight serves more than 1,100 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

### OVERVIEW OF POSITION

The Case Manager is part of a team of staff that works together to create an atmosphere that is supportive and cohesive. This position helps clients achieve wellness and autonomy by facilitating mental health, substance, and relapse supports, health care coordination, and all aspects an individual might need to achieve stable living. In addition to providing support and resources for clients, the Case Manager is expected to maintain strong working relationships with external support networks, government resources, internal partners, and community resources.

These expectations are accomplished by fostering healthy relationships with clients and staff, creating programming that meets a variety of client’s needs and empowering men to engage in services that lead to long-term stability.

### KEY RESPONSIBILITIES

- Support clients in acquiring sustainable income through work or benefits (SSDI/SSI/ABD).
- Transport clients to and from appointments when necessary, using company vehicles (valid DL and acceptable driving record required).
- Perform housing navigation duties to assist clients in attaining permanent housing.

### Direct Client Contact/Case Management:

- Assess and document the client’s status and needs.
- Create and utilize structured plans (goals, housing stability plan, etc.) in order to maximize client success.
- Facilitate communication and coordination between care/service/support providers.
- Educate the client about service options, available resources, and case management.
- Promote client self-advocacy and self-determination.



- Fulfill the specific requirements of the program (e.g., weekly case management sessions, workshops).
- Collaborate with case managers, other staff, and the men to create supportive programs that help men maintain and/or move toward personal and housing stability (one-on-one and group programs, etc.).
- Serve as a consistent, positive, and appropriate role model to the clients that we serve.
- Assists in the documentation of client data.
- Facilitate groups with the clients that help lead to personal and housing stability.

#### **Service Documentation and Evaluation:**

- Maintain thorough, accurate records of case management activities with every program client, including but not limited to HMIS database
- Communicate regularly with staff via email, incident reports and briefings.
- Effectively utilize case conferencing to support case management work.
- Complete intakes as needed with new clients entering the program.
- Assist with office-related tasks as needed.
- Attend all job-related meetings, including program staff meetings and agency-wide meetings.
- Participate in opportunities for learning and skill maintenance/development, including internal and external training and workshops.
- Assist with other duties assigned.

#### **REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS**

- Bachelor's or Associate degree and at least two years related experience required.
- Excellent verbal and written communication skills.
- Excellent organizational and critical-thinking skills.
- Ability to stay calm in difficult and emotional situations and to counsel men
- Understanding of laws and housing regulations pertaining to Washington.
- Proficient in Microsoft Office Suite or related software.

#### **CERTIFICATES, LICENSES, & REGISTRATIONS**

- Current Washington State driver's license and insurable driving record required.

#### **ADA SPECIFICATIONS**

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or hold work located at the office or other locations as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Requires individual is able to lift and carry at least 35 lbs safely.

#### **SUBMISSION**

To apply, please submit resume to [careers@porchlightcares.org](mailto:careers@porchlightcares.org)

#### **TIMELINE**

Applications will be considered on an ongoing basis; position open until filled.



### **EQUAL OPPORTUNITY STATEMENT**

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.