

Career Opportunity



Case Manager – Choice Neighborhoods

Salary

\$18.50 - Hourly

Department

Strategic Planning

Reports to

**Vice President of Strategic
Planning and
Intergovernmental
Affairs**

Closes

12/01/2018

**Internal candidates must have
an internal application turned in
to HR by 4 pm, Wednesday,
November 6, 2018.**

Position summary

The Case Manager is responsible for providing comprehensive case management, referral and seamless coordination with community and supportive service activities that promote economic self-sufficiency for families, enhance quality of life for seniors and the disabled, and increase opportunities for residents. This position will work with a team of social workers, case managers, relocation and employment specialists, and other professionals to identify appropriate strategies and assist families. This position will work on the Choice Neighborhoods Initiative at Eugene Fields and will serve as THA's representative to the Urban Strategies team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct intake and assessments for residents for enrollment into the case management program.
 - Conduct home visits, office visits, community site visits to collect information from residents.
 - Work with families to assess, develop, implement, monitor and recommend modifications to Development Plans using a multidisciplinary process.
 - Utilize knowledge of the local community to assist residents with navigating a variety of social service organizations and public agencies.
 - Identify gaps in services, advocate on behalf of residents and coordinate and monitor service delivery for an assigned caseload.
 - Maintain privacy and confidentiality of all household information given.
 - Enter and track all resident data entered into Urban Strategies' customized performance management system "LEARN" to document resident progress in real time.
 - Attend community supportive services meetings with critical partners and other social service entities.
 - Actively participate in Choice Neighborhoods program meetings and other meetings related to the project.
- Be available to occasionally work nights and/or weekends, and travel.
 - Perform a range of associated administrative functions, as appropriate, such as monitoring budgets, preparing administrative and programmatic reports and correspondence, and submitting billing documentation, as required.

Other duties as assigned.

Minimum requirements

Bachelor's Degree in Social Work, Sociology, Psychology, Human Services, or other relevant fields. Must provide proof of degree. A minimum of three years of work experience as a case manager, service coordinator, or other relevant direct practice with low-income households. Bilingual preferred but not required.

To apply

Submit a resume and cover letter to hr@tulsahousing.org or apply online at tulsahousing.org

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.