



## **Housing Case Manager**

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD's foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ACD envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income. As part of this vision, we are expanding our Social Work team to assist individuals and families in housing crisis and who are experiencing homelessness.

ACD seeks a dynamic, creative, committed individual with a strong commitment to social justice to join our dynamic and diverse staff of attorneys, paralegals, social workers, community organizers, and media and communication advocates who collaborate to provide holistic advocacy to address the causes and consequences of poverty and involvement with the legal system.

ACD seeks a thoughtful and dedicated Housing Case Manager to guide and support clients through their housing crisis or to help rebuild their lives after experiencing homelessness. The case manager works collaboratively with lawyers, social workers, and other advocates to help clients navigate the overwhelming process of securing and maintaining safe and affordable housing. The case manager will also provide ongoing holistic coaching and case management to clients that may be necessary to maintain housing and achieve economic security.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- Masters degree in Social Work

### **ESSENTIAL JOB RESPONSIBILITIES:**

- Provide supportive, holistic case management to clients within housing caseload.
- Work collaboratively with legal staff to meet clients' legal and non-legal needs.
- Create goal and action plans with clients.
- Assist clients in accessing community resources, including: affordable housing, public transportation, employment assistance, affordable childcare, legal assistance, state benefits, and health and mental health services.
- Complete all documentation including intake, assessment, case notes, grant-specific documentation, and evaluation metrics.
- Administer pre- and post-evaluations to assess program effectiveness.
- Comply with all applicable regulations, policies, and grant requirements.
- Support, promote, and participate in ACD's public outreach and volunteer activities.

- Support, promote, and participate in community outreach with the client community, state and local social service providers, and other community groups.
- Provide psychoeducation and coping/regulation practices to clients related to mental health, trauma, and the impact of poverty, over-policing, incarceration, and proximity to violence.
- Supervise bachelors and masters-level social work students to meet the needs of clients.
- Coach clients through crisis, setbacks, and successes, and in setting and achieving goals.
- Embrace and support ACD's overall mission, standards, policies and procedures, and confidentiality guidelines as well as adhere to the legal professional responsibilities that underpin the organization.
- Perform other duties and projects as required by management.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent verbal and written communication skills.
- Strong interpersonal skills: able to work well with a wide range of people.
- Working knowledge of local, state, and federal housing policies.
- Understanding of local, state, and federal benefits and resources.
- Experience and/or training in working with clients experiencing housing crises or homelessness.
- Experience and/or training in mental health, conflict resolution, or trauma-informed crisis intervention.
- Ability to work collaboratively as well as independently.
- Strong organizational and time management skills.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Good follow-through related to client needs, grant compliance, and social work projects.
- Good problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Able and willing to continue professional development.
- Knowledge of the St. Louis region is a plus.

This is a full-time position with benefits and a salary commensurate with experience. Health coverage, 401(k), paid vacation, and paid continuing education opportunities.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants.

Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to applicants who submit their materials by March 6, 2020.

Please send a cover letter, resume, and writing sample to:

Subject: Housing Case Manager  
 wendy@wendywerner.com  
 Wendy L. Werner  
 Werner Associates, LLC  
 Vice-Chair, ArchCity Defenders Board of Directors