



MACH ONEHEALTH JOB DESCRIPTION

POSITION TITLE: Outreach Case Manager (BSW, MSW, LCSW)
REPORTING TO: Executive Director
FLSA CLASSIFICATION: Exempt (Hourly/Salaried) \$50,000 - \$56,000/yr

To apply, submit a resume and cover letter by May 9th at 12:00 PM CST to info@machonehealth.org.

Responsibilities:

- HMIS (Homeless Management Information System) data entry coordinator for MACH OneHealth.
- Timely data entry and updates to HMIS for MACH OneHealth program participants, including completing monthly interim assessments and entry/exits from the program.
- Ensuring confidentiality for our clients, including obtaining releases of information and providing information about rights and responsibilities related to the data of program participants.
- Monitoring top 30 singles on the Housing Priority list to assist our clients with documentation of homelessness and/or disability.
- Connecting MACH OneHealth clients to MACH OneHealth volunteers to obtain disability documentation assistance.
- De-escalation and crisis intervention for clients
- Transportation and/or coordination of transportation.
- Case management regarding medical appointments, housing appointments, etc.
- Attend Homeless Services Consortium Outreach meetings and report back to staff and volunteers as needed.
- Assist in training MACH OneHealth volunteers and staff on the importance of HMIS for getting into Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) housing programs.
- Assist in filling out homeless history packets or coordinating VISPDAT volunteers and staff to do so.
- Assist in connecting clients to other housing and mainstream resources, as needed or coordinating volunteers to do so.
- Mental Health diagnosis and/or counseling and ability to diagnose
- Supervision of social worker and intern as applicable
- Participation in relevant MACH OneHealth circles.
- Other duties as assigned.

Skills and Qualifications:

- A passion for ending homelessness and working with people without homes.
- A social work degree/qualifications, BSW, MSW, LCSW preferred
- Ability to be trained in HMIS and maintain required certifications.
- Ability to be trained in MACH OneHealth Electronic Health Records system.
- Commitment to maintaining confidentiality of our program participants.
- Ability to interact with clients in a trauma-informed way that includes harm reduction and centers on the program participants needs.
- Ability to meet clients where they are at and be flexible in providing services.
- History of positive working relationships with people of diverse racial/ethnic, socio-economic, and educational backgrounds.
- Demonstrated ability to use creative problem-solving skills to assist persons of diverse backgrounds and abilities, often in extreme personal crises.
- Good organizational skills and ability to work independently and with close attention to details.
- Ability to learn about government or social services agencies that assist people without homes.
- Commitment to the mission of a small, volunteer driven non-profit organization.
- Ability to have a flexible schedule.
- Experience in antiracist practice and approaches
- Commitment to anti racism
- Ability to learn sociocracy form of governance
- Lived experience, bilingual in Spanish or ASL a plus.

Hiring Process

- To apply, submit a resume and cover letter by May 9th at 12:00 PM CST to info@machonehealth.org
- We will reach out to schedule interviews by May 13th
- Interviews will be held on May 19th and May 20th
- All applicants will hear back from us regardless of the hiring decision