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**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 Wednesday, July 20th at 12:00 PM CST

to [info@machonehealth.org](mailto: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 Wednesday, July 20th at 12:00 PM CST to [info@machonehealth.org](mailto:info@machonehealth.org)
* We will reach out to schedule interviews by July 22nd, 2022
* Interviews will be held on July 28th & 29th
* All applicants will hear back from us regardless of the hiring decision