



JOB POSTING

Mental Health Housing Case Manager

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://cascadeaids.org>.

CAP is excited to announce that we are seeking 2 experienced Mental Health Housing Case Manager to provide home-based housing case management, goal planning, information and referral services, advocacy with and on behalf of clients, and eviction prevention. A person in this position will work with up to 30 individuals in our supportive housing program who are living with HIV and have co-occurring mental health and addiction issues and are homeless or at risk of becoming homeless. This is a 1.0 FTE 40 hour/week position, which reports to the Manager of Mental Health and Cultural Services.

Responsibilities include: working with clients to provide referrals for shelters, transitional housing, emergency placements, conduct housing searches, assisting clients with completing rental applications, mediation and direct communication with landlords, working collaboratively with housing and support service staff at CAP and community partners, and entering data into the agency database in a timely and accurate manner. The Mental Health Housing Case Manager will support CAP's efforts to increase staff knowledge of mental health issues as related to housing and homelessness, and will provide suggestions and support to department staff who are also working with PLWHA who have a co-occurring mental health issue. The Mental Health Housing Case Manager works collaboratively and communicates effectively with clients, volunteers, CAP staff and community partners.

This position is stationed in the CAP's Davis St. office but will regularly need to travel throughout the five-county service area for meetings and client home visits. Some occasional evening and weekend work is required for mandatory CAP events. This is a non-management, union-represented position.

Required Qualifications:

- Master's Degree in field of Mental Health (Social Work, Counseling, or Psychology)
- Prior experience working with persons with severe and persistent mental health issues
- Prior experience providing case management (or similar) services
- Prior experience working with people experiencing homelessness
- Demonstrated computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- Demonstrated excellent written and oral communication skills
- Successful experience working with ethnic, racial, economic and sexually diverse populations, individuals with diverse gender identities and persons who have experienced homelessness, persons with a mental illness, and/or substance addiction

- Demonstrated ability to effectively collaborate with community stakeholders
- Good organizational and time management skills
- Ability to work independently with accountability and exercise sound judgment, discretion and professionalism at all times
- Able to travel throughout the service area on a regular basis
- Must be available to work occasional evenings and weekends for mandatory CAP events

Preferred Qualifications:

- Master's Degree in field of Mental Health (Social Work, Counseling, or Psychology) with at least two years of post-graduate professional experience
- Professional licensure or certification in primary field of expertise
- Prior experience working with people living with HIV
- Knowledge of housing laws
- Knowledge of local housing and social service resources for people who are experiencing homelessness or are at risk of homelessness
- Experience working with people exiting County, State, or Federal Corrections
- Verbal and written fluency in Spanish

Compensation: \$47,282 annually; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution; 125C cafeteria savings plan; generous vacation and health leave benefits.

NOTE: This is a union represented position.

Closing Date: Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the minimum qualifications specific to the position you are applying for, 2) your resume, and 3) a completed CAP Employment application (available at www.cascadeaids.org/employment) to:

Cascade AIDS Project
Mental Health Housing Case Manager Position
520 NW Davis Street, Suite 215
Portland, Oregon 97209

Or e-mail to:

jobs@cascadeaids.org

Or fax to:

503-223-6437

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply