

# HOUSING AUTHORITY OF THE COUNTY OF CHESTER



30 West Barnard Street, Suite 2

West Chester, PA 19382

## EXTERNAL JOB POSTING

OPEN POSITION # 1

**Position Title:** Housing Case Manager  
**Department:** Supportive Services  
**Status:** Full time position  
**Salary Range:** \$31k-\$42k  
**Posting Date:** April 17, 2019  
**Closing Date:** April 24, 2019

**PRIMARY PURPOSE:** Accountable for the effective follow through of the Housing Case Manager Program consistent with the contract from Decade to Doorways through the Chester County Department of Community Development and the Phoenixville Community Health Foundation.

- **NATURE OF WORK:** Maintaining contact with leased up clients through the Housing Locator Program, coordinating resources as needed to families and individuals as needed, performing home visits to all clients in the program at one, six and twelve months, completing and updating client's housing stabilization plans at least monthly, review goals and objectives with clients on a monthly basis to ensure self-sufficiency goals can be reached.
- Perform Supportive Services at Fairview Village. Be present on site 8 hours per week, host 3 events per month, and distribute a monthly newsletter.

**ACCOUNTABILITIES:** This position will report directly to the Director of Supportive Services and Special Programs.

## QUALIFICATIONS

**Education:** Minimum of a bachelor's in a social service field such as social work.

**Experience:** One year or more of direct client experience preferred.

Please submit interest to the Director of Administration via email at [djohnson@haccnet.org](mailto:djohnson@haccnet.org).

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County of Chester

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