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Position Open: SSVF Case Manager

The Supportive Services for Veteran Families (SSVF) Program is designed to serve very low-income, primarily homeless Veterans, and their families following the Housing First model. The SSVF case manager conducts comprehensive support, guidance and encouragement for Veterans to ensure their progress toward re-building a safe, stable, healthy life.

Key Areas of Responsibility:

- Develop and implement an individualized service plan with clients that supports housing goals,
- Support clients as they navigate the housing process
- Develop close working relationships with landlords, local service providers, outreach workers, case managers, and collaborative community partners
- Provide ongoing case management services that will ensure successful permanent housing
- Utilize a harm reduction/Housing First model
- Respond to urgent requests for assistance from clients or landlords as needed
- Keep thorough and high-quality case notes
- Obtain and retain all required documentation (e.g., leases, income verification) as required by the program
- Participate in all meetings with collaborative agencies and other community partners
- Complete all requests for reporting in a timely fashion.

Other duties and responsibilities may be assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.

Knowledge, Skills & Abilities:

- Must be highly motivated and a self-starter.
- The ability to communicate with and relate to diverse populations
- Must have excellent organizational skills and the capability to work in a fast paced environment.
- Demonstrate experience in interviewing clients
- Previous experience with rapid rehousing programs preferred
- Demonstrated knowledge of case management principles and intervention techniques specific to hard-to-reach, difficult to serve populations.

Qualifications:

- Bachelor's degree from an accredited college or university in social work, human services or a related field OR a combination of education and appropriate experience
- Verifiable experience working with indigent and/or at-risk populations
- Excellent verbal and written communication
- Excellent computer skills including basic office programs and the ability to learn and utilize appropriate software including databases
- Ability to work independently and as a part of a multi-disciplinary team
- Ability to relate effectively and without judgment to diverse populations
- Valid Oregon Driver's license required
- Willing to travel to throughout the tri-county area

Additional

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Internet savvy
- This position typically has no direct supervisory responsibilities.
- Status: Full-Time/Exempt
- Salary: DOE
- COVO is an equal opportunity employer
- Employment with COVO is contingent on completion of satisfactory background

Closing date 03/09/2018.