

# United Housing Connections

## Job Vacancy: Case Manager – Transitional Housing (Unaccompanied Youth)

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### ABOUT UNITED HOUSING CONNECTIONS

Connecting people and housing solutions to eliminate homelessness is the mission of United Housing Connections. Founded in 1997, UHC is a non-profit organization that works with more than 35 community agencies throughout the Upstate of South Carolina to provide affordable housing for homeless and /or at-risk families, children and individuals. The organization coordinates the Continuum of Care throughout a 13 county area. The Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness. To learn more, visit the website at [www.unitedhousingconnections.org](http://www.unitedhousingconnections.org)

### ABOUT THE POSITION

The Case Manager – Transitional Housing (Unaccompanied Youth) is responsible for providing intensive case management services and case coordination for youth in the transitional housing program. Must have or be willing to develop working knowledge of homeless issues (particularly related to youth age 18-24), community resources, substance abuse and mental health issues, human development, strengths-based case management, and client advocacy. Work schedule may require some evening and weekend hours.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide effective case management and services to clients aged 18-24 years, including advocacy for public benefits, healthcare, mental health and substance use treatment.
- Ensure that all charts/case records, HMIS and other client data are maintained properly and according to compliance standards. Ensures that all documentation is current, complete and maintained as required.
- Develop personalized service plan in collaboration with client to address short-term and long-term goals.
- Provide on-going case management support to assess progress and ensure client-centered plan outcomes are met or changed as needed, including regular home visits as warranted/required.
- Ensure eligibility of all clients entering case management.
- Ensure that all program units maintain full occupancy.
- Attend internal case management meetings, agency-wide staff meetings, and external meetings with relevant community partners.
- Represent UHC and the Upstate Continuum of Care in a professional and exceptional way.
- Other duties as required/assigned.

**SUPERVISORY RESPONSIBILITIES** (as applicable) – None

### QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- College degree required, BSW preferred.
- One year of experience working in social service programs.

- Valid S.C. Driver's License and good driving record required.
- Reliable transportation to and from primary place of work required.
- Experience with word processing, spread sheets, databases preferred.

#### **LANGUAGE SKILLS**

Proficient English; Spanish as a second language a plus.

#### **REASONING ABILITY**

Good math, verbal and writing skills. Excellent interpersonal, communications and computer skills. Ability to teach, support and guide clients to meet their agreed goals.

**CERTIFICATES, LICENSES, REGISTRATIONS** – None

#### **PHYSICAL DEMANDS**

Sitting, travel to and from relevant home, office and agency sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

The work environment characteristics include street locations, offices, shelters, hospitals and other agencies located throughout several different counties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **TO APPLY**

Please submit cover letter including salary requirements and current resume to Natalie Worley, VP of Programs/COO, at [nworley@uhcsc.org](mailto:nworley@uhcsc.org)