



Case Manager Position

Join a small but mighty team dedicated to ending Family Homelessness in Riverside. Family Promise of Riverside is a 5013c nonprofit organization that is proud to serve families with children experiencing homelessness and are guided by our five key pillars of hospitality, innovation, community, empathy, fun, and dignity. At Family Promise of Riverside, we provide full wrap around services to assist families during the hardest part of their lives and guide them to a bright future. We do this through prevention, shelter and stabilization. We promise to work until every family has a home to call their own. Join us.

Learn more about us at our website www.fpriverside.org or on social media [@familypromiseofriverside](https://www.instagram.com/familypromiseofriverside)

Qualifications: A minimum of bachelor's degree and 3 years experience working with clients. One year of experience working with the homeless population is preferred. Knowledge of local government and social service programs desired. Strong problem solving skills and time management skills are critical. An ability to make guests comfortable and trusting is critical. Ability to be a good team player. Ability to balance client time, phone time, and paperwork time is essential. Ability to react to change productively and handle other essential tasks is necessary. Bilingual (Spanish/English) a plus.

License/Certificate: Possession of a valid California Drivers' License is required

Major responsibilities:

- Comprehensive case management: outreach, intakes, assessment individual case plans, referrals, housing assistance location, advocacy, after hours support (on rotational basis)
- Life Skills Education: parenting classes, financial literacy, budgeting, good tenancy, etc
- Develop community partnerships: build connections and collaboration with organizations and government agencies that care for families in need
- Resource Gathering: Compile comprehensive list of support networks throughout the region
- Documentation: Keeps accurate and up to date case files, collects all needed data for reporting.
- Expansive knowledge of McKinney Vento Act.
- Overnight Hosting of shelter guests (on a rotating basis)
- Embody the principles of Family Promise: hospitality, innovation, community, empathy, dignity, and fun.
- Other duties as assigned

Position reports directly to the Executive Director

Salary Range: \$55,000 - \$70,000 annually plus benefits

Please send resume and cover letter to claire@fpriverside.org .

Family Promise of Riverside provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. All employment offers are contingent upon successful completion of both a drug test and a criminal background investigation (A felony or misdemeanor conviction may disqualify the applicant)