



Full Time Intensive Case Manager:

Recovery Resource Council is seeking a full-time Housing Case Manager to provide intensive case management to individuals in Project New Hope, a permanent supportive housing program for chronically homeless individuals with disabilities, including physical disabilities, chronic illness, mental illness, development disabilities and substance abuse disorders. Project New Hope operates as a Housing First program in Fort Worth, Texas. Proof of full COVID vaccination is required prior to being considered for employment at Recovery Resource Council.

Duties and responsibilities:

Job duties include providing intensive case management to formerly chronically homeless individuals, actively participating in community resource meetings and work groups, and completing reports as needed. The intensive case manager assesses and determines eligibility of participants for Project New Hope. Assisting chronically homeless individuals with securing a home, including assistance with finding an apartment unit, ensuring the unit meets housing quality standards, accessing resources to begin a household, and establishing working relationships with participating apartment complexes for the benefit of the participants and property owners. The intensive case manager provides contact and support necessary for the client to remain in housing through on-going case management including home visits, referrals, education and individually designed service plans. The intensive case manager rotates in facilitating a monthly support group. Paperwork responsibilities include complete documentation of all services provided including program eligibility verification, consents, client interviews, progress notes, service plan updates, and completing rent requisitions monthly. Entering information into the computerized HMIS system. The intensive case manager also provides information as necessary for collaboration with funding sources, reports, and evaluation purposes.

Please submit your letter of interest and resume to Kelvin Divinity,
k.divinity@recoverycouncil.org

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