

## Full Time Intensive Case Manager:

Recovery Resource Council is seeking to hire a full time Intensive Case Manager for Shelter 4 Hope Permanent Supportive Housing program. This position may involve some evening or weekend hours. Shelter 4 Hope Intensive Case Manager Assists chronically homeless individuals with completing Housing Authority applications. Communicates with Housing Authority to determine what documents client needs and assist in retrieving those documents and sending them to appropriate Authority. Once client is issued voucher, assist client with securing a home, including assistance with finding an apartment unit, ensuring the unit meets housing quality standards, and accessing resources to begin a household. Provide contact and support necessary for the client to remain in housing. Provide on-going case management at once a week including home visits to participants of the program. Develop mutually agreed upon, individually designed housing plan with the participant. Proof of full COVID vaccination is required prior to being considered for employment at Recovery Resource Council.

### Duties and responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Licensed Chemical Dependency Counselor (LCDC), approved Counselor Intern (CI), or Qualified Credentialed Counselor (QCC) that is “exempt” preferred. Bachelor’s Degree in Social Services with case manager experience will be considered.

Please submit your letter of interest and resume to Sonny Muniz-Blake,  
[s.blake@recoverycouncil.org](mailto:s.blake@recoverycouncil.org)