



**Catholic Charities: Housing Transitions Program  
Case Manager**

Full-time Position (40 Hours/Week) non-exempt  
Reports to: Housing Transitions Program Manager

**POSITION SUMMARY:**

The goal of the Housing Transitions Program is to permanently house homeless women living on Portland's streets, and to provide the housing retention and support services needed to help them remain housed. Our overall goal is to provide outreach, engagement and housing services to homeless, single women.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Conduct outreach to homeless women on the streets, in camps and at emergency shelters.
- Assist homeless women in securing and moving in to permanent housing. Assist with furniture procurement and move.
- Provide case management and housing retention services to housing clients.
- Maintain accurate and up to date case records.
- Responsible for planning, placement, case management and service match monitoring and reporting for Shelter Plus Care participants served in the Street to Home program. (8 hours weekly).
- Participate in program day services and intakes.
- Assist in organizing and participating in recreation and community building activities.
- Provide friendly visits to newly housed women.
- Participate in program planning and development consistent with the Housing First model.
- Attend staff / agency trainings and meetings as well as supervision meetings with Program Manager.
- Provide supervision to student interns and volunteers as applicable.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties as assigned by Catholic Charities supervisor.

**QUALIFICATIONS:**

- Bachelor's Degree or equivalent experience required.
- Minimum two years' experience in case management and advocacy with individuals experiencing homelessness.
- Committed to providing low barrier housing and support services to homeless individuals.
- Understanding of the issues and challenges of homeless women.
- Experienced in crisis intervention and de-escalation.
- Knowledge of local resources; experience providing information and referrals.
- Physical ability and stamina for 1-2 hours of walking, hiking to homeless camps.
- Bilingual (Spanish/English) and bi-culturally competent, preferred.
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English, preferred.
- Experience with community networking and organizing.
- Intermediate proficiency in all programs of Microsoft Office.
- Demonstrated ability to understand the issues of people living in poverty and be engaging and interact with a diverse community.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve

lasting solutions to poverty and injustice.

- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.
- Successful completion of civil, criminal and/or motor vehicle background checks.
- Ability to support organizational and program specific mission and goals.
- Must have a valid driver's license, access to a vehicle, and automobile insurance coverage at required levels (100/300/100). Some driving required in the Portland Metro area.

**COMPENSATION:** Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Please submit your cover letter and resume at: <https://catholiccharitiesoregon.applicantpro.com/jobs/>

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