

**United Way of Greater Williamsburg: Home for Good**  
**Job Description: Part-time Case Manager**

This position provides intensive case management services to participants in United Way's permanent housing program, promoting health and self-sufficiency to previously homeless and unstably-housed individuals and families.

Responsibilities:

- Identify and address social determinants of health (housing, food security, access to medical care, etc.)
- Develop, implement, and evaluate unique case plans for participants
- Provide oversight, support, guidance, and accountability for participating households as they work to achieve their personal goals
- Assist participants in connecting, qualifying, and following through on applications for services, employment, and assistance
- Meet regularly with participants to assess their progress in achieving the goals of established case plans
- Coordinate, participate in, and assist with new client move-ins/move-outs **(Must be able to lift at least 30 pounds)**
- Regularly perform home inspections to assure participant households maintain healthy environments and perform proper upkeep of Home for Good properties
- Teach and establish basic and advanced life skills that promote health, safety, and self-sufficiency
- Intervene and confront complicated and sensitive scenarios that threaten the stability and safety of participating households
- Work collaboratively with United Way Staff, participants, and other community service providers to develop creative solutions to address barriers and problems participants face
- Maintain updated written and electronic participant case files
- Regularly meet with program management staff to provide updates on participants
- Participate in supervision provided by program management staff
- Develop and maintain partner relationships with community service providers, landlords, and other community stakeholders
- Attend United Way staff meetings, participate in educational opportunities, and attend professional trainings as deemed appropriate by program management staff

Desired experience and skills:

- Preferred 2 years' experience working with low-income, vulnerable, or disenfranchised populations including the homeless and/or precariously-housed
- Working knowledge of human service delivery systems, particularly in the Greater Williamsburg area
- Working knowledge of Microsoft Office
- Cultural competence
- Ability to work independently and collaboratively with flexibility
- Creative problem-solving
- Oral and written communication skills
- Ability to maintain appropriate interpersonal and professional boundaries

This position works 24 hrs./wk. on a flexible schedule, Monday-Friday, and is eligible for health and retirement benefits. Compensation is \$20,000 annually

Please send resumes to [amber.martens@uwgw.org](mailto:amber.martens@uwgw.org).