Caritas of Austin
Job Description

Program: Housing Stability Program
Position: Housing Stability Intern/Americorps Member
Supervisor: Housing Stability Program Manager
Department: Housing Services

General Description
Activities of The Housing Stability Intern are organized in two broad categories:

- **Client Services** in the Housing Stability program will utilize a range of case management/financial assistance resources to facilitate housing stability; spanning from one time rent and utility homelessness prevention strategies to rapid re-housing homelessness assistance strategies and up to 12 months of varying intensities of client engagement.

- **Program Evaluation** in the Housing Stability program will involve conducting follow-up interviews/assessments with clients who have exited Caritas Housing Stability programs and recording data gathered from the interviews for specific program evaluation.

Position Duties and Responsibilities

**CLIENT SERVICES**
1. Provide comprehensive case management services to individuals and families.
2. Regularly assess clients’ needs and provide appropriate case management to address those needs linking clients to Caritas’ and other agencies’ programs.
3. Develop and monitor service plans with a general goal of housing stability.
4. Link clients with community and mainstream resources as needed.
5. Maintain a caseload of 7-8 households.

**COLLABORATION**
6. Work with Housing Locators/inspectors to facilitate housing location for Housing Stability clients.
7. As appropriate, work collaboratively with Caritas Employment Specialists to link clients to employment.
8. As appropriate, work collaboratively with Caritas Education Specialists to link clients to education programs.
9. Attend program collaboration meetings and training sessions as requested by the supervisor.
CLIENT DATA AND RECORD KEEPING
10. Manage case data by entering client data in Homeless Management Information System (HMIS) in a timely manner.
11. Regularly prepare and maintain accurate records and reports.

ORGANIZATIONAL SUPPORT FUNCTIONS
12. Work cooperatively with all components of Caritas services.
13. Engage in appropriate teamwork functions in order to provide a professional work environment and effective service delivery.
14. Attend Caritas staff meetings, Housing Services Department meetings and other meetings and training sessions as required.
15. Perform other duties as assigned.

Required Knowledge/Skills/Abilities
Basic social work skills
Ability to interact effectively with Caritas clients
Organization and attention to detail

Orientation/Training Required
Volunteer Open House
Caritas University sessions: 101, 3, 6, and 9.

Time requirement
30-40 hours per week