POSTING NUMBER #359
INTERNAL/EXTERNAL INTERNAL/EXTERNAL
EMPLOYMENT OPPORTUNITY
AKRON METROPOLITAN HOUSING AUTHORITY

100 West Cedar Street
Akron, OH 44307
April 8, 2008

Job Title: HOPE VI CSS Case Manager (PART-TIME 15-20 HRS A WEEK)
Location: Edgewood HOPE VI
Available: Immediately
Rate: $13.46

General Purpose:
Provide case management services to eligible Edgewood HOPE VI residents, before, during and after relocation. The case manager will work with residents to assess both the needs and strengths of families and develop Individual Development plans setting goals and referring the residents to the appropriate partner agencies to reach those goals.

Essential Duties and Responsibilities:
Work with families in the Edgewood HOPE VI development to establish goals and access appropriate services in such areas as job training/ enrichment, home ownership, credit repair, education and training, etc. Provide outreach and assist in counseling residents on housing options and relocation choices. Assist residents in forming a viable Resident Organization. Work in close collaboration with other AMHA staff, especially Housing Management, HOPE VI, and Resident Support Services staffs. (60%)
Collaborate with local agencies, especially those who are Edgewood HOPE VI Partner agencies. Work closely with local schools. (20%) Complete all necessary paperwork accurately and maintains files in an organized fashion. Generates required reports on a timely basis. Represents AMHA in a professional and courteous manner at all times. (10%) Miscellaneous □ Networks and forms relationships with other housing professionals and service providers in order to keep abreast of services and assistance available to AMHA clients. Ensures that others within AMHA are made aware of services and assistance options available to AMHA residents. □ Maintains a record of acceptable attendance and punctuality. □ Maintains professional credentials. □ Other duties as assigned. (10%)
NOTE: This is a GRANT FUNDED position and is subject to the availability of continuing funding. Should funding cease, this position will be eliminated.

Minimum Qualifications, Education and Certifications
Bachelor degree in a social service field and 3 – 5 years experience in a social service setting. Demonstrated experience facilitating services and assistance. LSW required. Proficiency with computers. Must possess a valid Ohio driver’s license and be insurable under AMHA’s policies.

TO APPLY
Internal applicants respond by completing an internal form(AMHA-364) to the Human Resources Department by 4:30 p.m., April 15, 2008. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word, or Microsoft Works format to eoden@akronhousing.org; or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m.

AMHA job line (330) 252-9262
The University of Akron College of Fine & Applied Arts and Summit College and the Akron Bar Association present…

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SAVE THE DATE

“Best Interest of the Child in Child Abuse and Family Violence Cases”

September 18, 2008
8:30 a.m. to 4:00 p.m.
St. Joseph Family Center • Akron, Ohio

Keynote Speaker:
The Honorable Yvette McGee Brown, J.D.
President of the Center for Child and Family Advocacy
Columbus Children’s Hospital

Credits are pending:
CLE for attorneys, CEU/PDU’s for LSW, Counselors/Clinical Counselors, Marriage and Family Therapists, CFCS for Family & Consumer Science and CFLE for Family Life Education.
Professional Development/Continuing Education Credits may be available for other disciplines.
For more information, contact Pam Schulze at schulze@uakron.edu.