



The Institute for Human Services
Ending the Cycle of Homelessness

Family Case Manager

Job Type: Part-Time

Responsibilities

Coordinate intake/assessment and create/maintain documentation of service plan development coupled with short-term counseling and referrals for guests. Work collaboratively with other departments to advocate for families to obtain the necessary support, skills and services to improve their quality of life and functioning in the community. Provide supportive counseling, connection to provision of safe, decent and affordable housing opportunities, problem solving and skill building assistance.

Requirements

High School Diploma or equivalent required. Preferred Bachelor's degree in Human Services or related field from accredited university with 12-15 semester hours in social sciences. One (1) to one and a half (1 ½) years of experience supporting case management or other support services to disenfranchised individuals or homeless services setting. Experience with crisis intervention and de-escalation. Possess knowledge of community resources and able to work under pressure handling a large volume of cases. Computer proficient in Microsoft Office.

For questions, please email HumanResources@IHSHawaii.org.