



**The Institute for Human Services**  
Ending the Cycle of Homelessness

# Housing First Case Manager

**Job Type:** Full-time

## Responsibilities

Creates permanent housing opportunities by developing an inventory of available housing units for eligible clients with varying price ranges. Maintains landlord/rental management relations and is responsible for on-going assessment, service plan development, ongoing counseling and referrals for program-eligible clients. Performs housing assessment and intakes to qualify clients per program specifications. Inspects rental units and assists in conducting on-site behavior training including tenant safety education. Provides life skills training where necessary as well as on-going assessment, service plan development, counseling and referrals for program eligible clients. Create and maintain individualized residential plans that set goals, interventions and performance measures. Ensure that all documentation is timely and accurate to meet funding/program requirements and IHS standards of documentation.

## Requirements

### Required Education and Experience

Bachelor's Degree in Social Sciences or Human Services. At least 1-2 years experience in the human service field assisting clients to obtain housing, provide counseling and life skill resources. Experience working with Property Management is preferred. Valid driver's license with clean driving record and proof of No-Fault Insurance.

For questions, please email [HumanResources@IHSHawaii.org](mailto:HumanResources@IHSHawaii.org).