Job Description

Pemberton Park for Grandfamilies

Job Title: Social Services Case manager & Program Coordinator

Reports to: Housing Authority of Kansas City, Resident Services Director

Summary
The Housing Authority of Kansas City, Missouri (HAKC) is seeking a case manager with experience working with seniors and youth at Pemberton Park for Grandfamilies, which is a unique housing model where grandparents have legal guardianship of their grandchildren. The new development has 36 units and has a new and spacious community center which includes a grandparent’s room, a computer lab and a large community room for activities.

This position requires someone who is caring, optimistic and engaging and can seek resources and provide innovative programming for the families of Pemberton Park for Grandfamilies. This person has to have the ability to engage both grandparents and grandchildren to include them in the planning process for some services to be provided on-site or nearby.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop a strong working relationship with the residents and property manager
- Implement Strengths Based Case management
- Knowledgeable of Trauma Informed Care or willingness to be trained
- Facilitate or co-facilitate a support group for grandparents
- Crisis Intervention
- Conduct needs assessment and to analyze the data
- Provide resources and referrals
- Maintain files in accordance with recognized case management standards
- Engage both Seniors and children
- Ability to seek new resources to be provided on-site
- Ability to work with service providers and coordinate services
- Must be familiar with resources to address basic needs (utilities, rent, clothing, food, furniture, health and mental health needs etc.)
- Coordinate with local agencies and programs providing a mobile food pantry
- Coordination of after school programs
- Will be required to turn in a monthly report
- Assist in seeking grant opportunities
- Other Duties as assigned

Qualifications/Education and Experience

Must have either a Bachelor’s Degree or Master’s Degree Preferred in social work or a similar field with experience in case management and coordination of services. Experience using Strengths based case management and either knowledge of Trauma Informed Care or willingness to be trained. Must be able to use the computer and must have reliable transportation. Experience working with low income populations and families.