

## **SUPPORTIVE HOUSING PROGRAM CASE MANAGER**

The Greensboro Housing Authority (GHA) is comprised of more than 100 housing and business professionals who are dedicated to making GHA stand out as Greensboro's largest provider of affordable housing, while offering the best real estate and property management services in the country. Our team members experience a stimulating and rewarding work environment and are committed to making a difference in our community to produce opportunities for LIFE SUCCESS™.

### **General Description**

Under general supervision, the **Supportive Housing Program Case Manager** performs a variety of clerical and general office assistance duties to support the activities in the Sheltering the Homeless Program for the Greensboro Housing Authority. The Supportive Housing Program Case Manager is responsible for processing the daily incoming mail, preparing drafts and final copies of correspondence, heavy statistical reports and records, setting up and maintaining files and scheduling appointments for a special needs' population including the chronically homeless, severely mentally ill, chronic substance abusers, veterans, persons with HIV/AIDS and victims of domestic violence. Work involves maintaining general files for records and correspondence, maintaining records in Homeless Management Information System (HMIS), assistance in budget preparation, providing extensive case management and general office duties. The Supportive Housing Program Case Manager must also exercise tact and courtesy in dealing with outside agencies and the public. This position reports to the Supportive Housing Program Manager.

### **Requirements**

Bachelor's degree by course work in Social work preferred; computer skills and 1-2 years of clerical or office experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities; Typing requirement: 40 wpm; must possess a valid North Carolina driver's license and maintain a safe driving record.

### **Closing Date**

Open Until Filled

### **How To Apply**

If you are interested in applying, please email your resume to our Human Resources Coordinator, Savannah Barrett (sbarrett@gha-nc.org), and complete the online application by visiting our website ([www.gha-nc.org](http://www.gha-nc.org)) and clicking on 'Working for GHA'.

*No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing. GHA participates in E-Verify. To access E-Verify's Participation Posters visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) and then go to Publications.*

