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# Nassau-Suffolk Coalition for the Homeless, Inc.

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## JOB POSTING

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**Joan Noguera**

*Executive Director*

### Part-Time Shelter Case Manager – Nassau County

The Nassau-Suffolk Coalition for the Homeless (NSCH) is seeking a qualified, hard working individual to fill the position of Part-Time Shelter Case Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordination and distribution of Nassau Emergency Cash Relief funds and donations for clients
- Complete housing and services referrals and applications for clients as appropriate
- Preparation of statistical reports pertaining to Shelter Case Management Program
- Provide case management services and/or referrals to housing and services, including:
  - Completion of SPA Applications for eligible clients
  - Assistance to clients with applying for government benefits (through SSA or DSS as appropriate)
  - Assistance to clients in scheduling necessary appointments (medical, psychiatric) needed for documentation of eligibility for benefits and housing/services
- Provide outreach to homeless people through not-for profit community based agencies, soup kitchens, parish outreach centers, hospitals, the Departments of Social Services, Mental Health and Alcohol and Drug Addiction.
- Provide follow-up tracking.
- Maintains thorough knowledge of related resources for prompt and accurate referral as client need arises.
- Proficient with personal computer, peripheral equipment, and application software.

**EDUCATION AND/OR EXPERIENCE:** Master's degree in Social Work or a related field, or a Bachelor's Degree and at least three years experience in the Human Services field (preferably in Case Management or similar). Additional training requirements may apply as appropriate. Valid NYS driver's license.

RESUMES CAN BE EMAILED TO [JNOGUERA@NSCH.ORG](mailto:JNOGUERA@NSCH.ORG) OR FAXED TO: (516) 873-0830.

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**Address the Homeless.**