



POSITION DESCRIPTION	
Position Title:	Case Manager – CEARS program
Business Unit/Department:	Hutt St Centre
Type of Employment:	Full time
Effective Date:	asap until 30 June 2021
Remuneration:	CASH Level 2 (SCHADS Award 2020)
Responsibilities	
Our Purpose:	Hutt St Centre’s purpose is to help end homelessness for every person who walks through our doors. We offer a place of choice, opportunity and change, helping people facing homelessness to rebuild their lives, with care and without judgement.
Your Purpose:	As a Case Manager - CEARS, you will provide support to individuals who are currently accommodated in motels as part of the COVID-19 Emergency Motels Accommodation Rough Sleepers Response. You will work with individuals and HSC Case Managers to assist people to maintain and sustain their housing and independence.
Key Duties:	<p>Clients</p> <ul style="list-style-type: none"> • Undertake regular home visits to clients who have moved out of CEARS Motels to homes in the community • Work with SAHA Housing Managers and Hutt St Centre Case Managers to identify client issues or concerns, including the person’s health, wellbeing and behaviour that might place their tenancy at risk • Undertake assessments to identify client needs, risks, strengths and barriers • Assist clients to identify and prioritise for action, health, wellbeing and home and community support goals that will contribute to



	<p>Complete housing, risk and case plans with clients who need them</p> <ul style="list-style-type: none">• Provide flexible individually tailored services within a holistic framework with a focus on collaboration, goal setting, skill, strengths and pathway development• visit clients who may not be engaging well and need additional support to maintain their motel accommodation and transition to housing. This support may including delivery of food items, wellbeing packs, completing housing paperwork, obtaining ID, and completing referrals to Coordinated Care and Coordinated Health if required• Working with the Intensive Tenancy Support officer and Education and Employment Officer, support clients to transition from motel to housing and support them to maintain the tenancy• Liaise and develop links with other relevant programs, government and non-government groups and agencies within HSC and the wider community, to enable the person to move through their housing crisis and transition to stable and safer housing• Monitor the person's health and well-being, and review case plans in consultation with clients and relevant others on a regular basis• Ensure the provision of supports to clients either directly, or through referral and linkage to specialist services <p>Finance</p> <ul style="list-style-type: none">• To seek appropriate approvals for all program and client related expenses• To keep appropriate records and receipts for all purchases made as part of the program <p>Internal Processes</p> <ul style="list-style-type: none">• Compliance with all WHS policies and procedures including safe work practices and reporting all identified risks and hazards• Undertaking your role with regards to your own health and safety, and that of your colleagues, clients and others• Other duties as required
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rebuilding lives

huttST
CENTRE

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Reporting Relationships:

Senior Case Manager; General Manager – Client Services



PERSON SPECIFICATION	
Qualifications	
Education/Qualifications:	<ul style="list-style-type: none"> • Bachelor of Social Work, Disability or equivalent relevant qualification •
Knowledge & Skills	
Essential knowledge, skills, experience:	<ul style="list-style-type: none"> • Assertive outreach essential • Case management experience gained in the community services sector
Desirable knowledge, skills, experience:	<ul style="list-style-type: none"> • Penelope and H2H databases proficiency