Title: SSVF Lead Case Manager

I. Job Purpose/Description:

A full time position conducting veteran assessments for Veterans and their families and provide Case recertification, HMIS data submission compliance, case closure oversight of SSVF Case Managers as well as be able to offer guidance to all SSVF Case Managers who may need additional training. Lead Case Manager will also be responsible for in person training for all new SSVF employees alongside the Program Manager.

II. Reports to: Program Manager of Veteran Services

III. Job Responsibilities:

- Provides assessment to veterans and collects and maintains accurate and detailed records
- Maintain caseload of 10 or less veteran households at any given time
- Coordinates and monitors all aspects of service delivery including intake, assessment, recommendations on housing stabilization, treatment planning, budgeting, case conferences, referrals for adjunctive services, family meetings, group work, individual counseling, advocacy, and liaison with other community providers.
- Ensures all participants are recertified as required by the grant guidelines as assigned by Program Manager
- Conduct intensive case reviews as assigned by Program Manager to ensure cases are in compliance (i.e. case notes up to date, service notes entered, recerts)
- Tracks assigned SSVF Case Managers data entry monthly to ensure DAP and service notes are within VA guidelines
- Maintain accurate and timely documentation while being responsible for veteran confidentiality. Enters veteran information into the HMIS either in real time or 48 hours of activity including monitoring and documenting progress of veterans and outcomes of assigned caseloads.
- Create vouchers to third party vendors for temporary financial assistance.
- Conducts comprehensive veteran assessments to collect financial, environmental, psychosocial, employment, educational, housing and health information as appropriate to develop an Individual Service Plan
- Ensures accuracy and consistency with the agencies fiscal and billing procedures.
- Participates in all appropriate staff, supervision and training meetings.
- Assumes other duties as assigned by the Program Manager

IV. Qualifications:

- Bachelor’s Degree in Social Work, Psychology or related field of social services
- Mental health/human services experience for 2 plus years preferred
• Experience supervising staff preferred
• Experience working with a SSVF program for 2 years or more (mandatory)
• Must possess a valid GA driver’s license with a good driving record
• Must be 21 years of age or older
• Must have knowledge of homeless issues, skill in community resource development, be well organized, a self-starter and able to work as a team member

**the duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; the scope of the job may change as necessitated by business demands.**