



Alexandria House was founded in 1996 and is located in the densely populated and ethnically diverse Mid-Wilshire area. **Alexandria House** serves its broader neighborhood community by providing educational and enrichment opportunities for residents and neighbors alike. In response to the compelling needs of the women and children living in the house, as well as the neighborhood needs before us each day, the goal of **Alexandria House** is to be a community-oriented transitional house and neighborhood center which is intentionally multicultural, antiracist, and in which the needs of women who are economically poor are central.

Since our opening, we have provided safe and supportive housing for women and children in the process of moving from emergency shelters to economic stability and permanent housing. Upon moving into permanent housing, our families continue to receive assistance for as long as needed from a dedicated staff.

Alexandria House is looking to hire a past resident case manager to provide case management and supportive services to its many past residents. The Past Resident Case Manager (PR case manager) works primarily with the past residents who have been in permanent housing at least 1 year. The PR case manager will also provide support to the Director of Permanent Housing. This is a regular full-time position that requires working evenings and some weekends.

Duties include but are not limited to:

- Provide comprehensive case management services to past residents, including: goal setting, long-term case plan development, progress monitoring, individual money management, advocacy and referrals.
- Make certain past residents are adhering to the guidelines that pertain to past residents and take appropriate action when guidelines are not being met.
- Facilitate the monthly past resident meeting as well as any AH sponsored workshops that past residents may attend.
- Document and maintain up-to-date information on services provided in the past resident's case file.
- Support the Director of Permanent Housing with: section 8 process, coordinate supportive services, and conduct required home visits.

- Meet regularly with the Director of Permanent Housing to discuss updates on progress, challenges and success relating to past residents.

Benefits and Pay Range

- \$45,000 to \$50,000
- Health insurance is fully covered by ***Alexandria House***
- Dental Insurance (Aflac)
- Retirement Benefits
- Paid vacation, holidays and sick days

Requirements and Qualifications

- Must be 18 years of age or older.
- Must have a high school diploma.
- Some college preferred but not required.
- Should have some work experience in a professional setting.
- Must have the ability to work in a fast paced environment.
- Must be compassionate and able to provide trauma informed care.
- Must have good written and verbal communication skills
- Must be computer literate.
- Must have reliable transportation.

All interested applicants should email their cover letter and resume to michellet@alexandriahouse.org as soon as possible. We are looking to hire for this position immediately.