



# People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

## School District of Philadelphia (SDP) Identification & Outreach Project Job Descriptions: Housing Case Manager

**Department:** School Services  
**Classification:** Full-Time/Exempt  
**Reports To:** Program Manager

### **Summary:**

The SDP PEC Identification and Outreach Project aims to increase the identification and support for students and their families who are McKinney-Vento eligible (I.e. experiencing homelessness, housing insecurity, in transition) in 40 SDP schools and charters.

### **Logistics:**

- Provide housing supports and resources to students and their families, who are eligible for McKinney Vento services (experiencing housing insecurity or homelessness), that aid in their participation in school and improved housing situation.
- The Housing Case Manager works closely with project staff to support students and families referred for services due to unstable housing in order to improve school outcomes and housing stabilization.

### **Essential Duties and Responsibilities**

- Working with students and/or parents/guardians who have been identified as eligible for McKinney Vento services by school personnel (counselors, nurses, principals, etc.) and SDP Outreach Project staff
- Addressing concrete housing needs that are identified factors contributing to homelessness
- Assisting with the completion of housing applications, supporting families with budget development and credit improvement plans
- Providing emergency discretionary support to help stabilize families who can manage ongoing payments
- Provide trainings and education to key partners on project and in schools
- Provide workshops to families regarding housing related topics including but not limited to: credit repair, financial literacy, tenant rights, housing resources and process for the city
- Communicate effectively with students/families referred by the Team
- Work with students and families using trauma-informed principles
- Tracking progress by gathering data and reporting progress and interactions to the Team.

### **Competencies**

- Excellent oral and written communications.
- Highly organized
- Excellent interpersonal skills, team player



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- Ability to follow through and exceptional customer service skills.
- Must be able to communicate well with school personnel, students, and student's parents or guardians.

## **Required Education and Experience:**

- Bachelor's Degree in Social Work or a related field.
- Preferred 2 years of experience working with youth and families; experience working with school systems.

## **Additional Eligibility Qualifications:**

- Knowledge (first-hand or professional) of homelessness in the context of education
- Ability to identify resources needed by students and their families
- Familiarity with educational contexts
- Experience and comfort working with underserved urban communities and low-income families
- Knowledge of and commitment to serving students eligible for McKinney Vento supports (I.e., experiencing homelessness, housing insecurity)
- Ability to collect, record, present information and data in a professional manner
- Demonstrate leadership ability
- Demonstrated ability to work with landlords
- Ability to work under limited supervision
- Must be a determined and persistent advocate for students

## **Work Environment**

- This job operates in a highly mobile environment in which the System Navigator will work in various settings (school, home, public meeting spaces). When needed, the Navigator uses common space at PEC for computers, phones, photocopiers, filing cabinets and fax machines. The Family Navigator needs use of a car.

## **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

## **Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



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*PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

*Please send resumes to: [emakowski@ysiphila.org](mailto:emakowski@ysiphila.org)*