



## **CASE MANAGER/RESOURCE SPECIALIST ESG PROGRAM**

### **ORGANIZATION**

The Brookline Center for Community Mental Health is a leading Massachusetts provider of mental health care and community-based social services; a sought-after placement for training clinicians; and a partner to more than 50 agencies working to improve the wellbeing of our community's most at-risk and vulnerable populations. The Brookline Center offers outstanding, affordable care to all who need us no matter their ability to pay, helping individuals, children, and families lead healthier, safer and fuller lives, while building a stronger community for all.

### **POSITION SUMMARY**

The Brookline Center for Community Mental Health is seeking a Case Manager/Resource Specialist to support the Emergency Solutions Grant Program, a homelessness prevention program that provides case management services, rental, utility, and other housing assistance for eligible residents of Brookline, Newton, Waltham and Watertown.

The Emergency Solutions Grant Program is funded by the Department of Housing and Urban Development and has been a vital resource to individuals and families who are dealing with homelessness and at risk of homelessness needs. In addition, this position will provide support and referral information to clients and staff about available services and benefits. The position presents an excellent opportunity for an astute, diligent, client-focused individual to assist those in need in addition to supporting clinicians and providers in the community.

*We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background, and experiences are strongly encouraged to apply.*

### **RESPONSIBILITIES (include but are not limited to the following):**

- Answering phone calls and conducting intakes with residents in need of housing case management and rental assistance
- Funding rental assistance and other emergency services
- Cataloguing calls and summaries in a database
- Assisting with grant writing and reporting
- Developing a body of knowledge and resource database of local services and benefits
- Communicating policy and service updates to staff and clients
- Collaborating and supporting clinicians and community team staff to best support clients in need
- Supporting other community programming as needed

### **REQUIREMENTS**

- Minimum of a Bachelor's Degree in a related field or commensurate experience

- Experience in a social service, medical, or mental health setting preferred.
- Excellent interpersonal, organizational, and clinical writing skills.
- Comfort level in the support of callers with complex psychiatric conditions.
- The proven ability to work closely with an integrated team.
- Bilingual abilities highly desirable.

#### **HOURS/BENEFITS/REIMBURSEMENT**

This a full-time salary position.

#### **SALARY**

\$38,000 - \$42,000

#### ***Equal employment opportunity***

*The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*