



## VACANCY ANNOUNCEMENT

### **Neighbor Advocate (Case Manager)**

The Virginia Beach Community Development Corporation is seeking a Neighbor Advocate, to provide comprehensive case management services to homeless families, singles, and veterans living in communities supported by VBCDC. The responsibilities of the position include: providing community outreach, determining program eligibility, individual and family case management, collaboration with community agencies, administering psychosocial assessments, preparing housing and spending plans and administering direct financial assistance. This is a full-time permanent position with benefits. This position will be on-call for overnight emergencies on a rotating basis.

#### **Minimum Requirements**

- Bachelor's Degree in Social Work or related field;
- 3+ years of experience providing Case Management Services;
- Knowledge of HUD/ VA guidelines;
- Knowledge of the principals, procedures, and practices of case management;
- Knowledge of current social problems and values;
- Demonstrated knowledge of crisis prevention, intervention, and management strategies for diverse populations;
- Demonstrated cultural competence along with sensitivity to and understanding of diverse populations;
- Conduct Veteran Outreach
- Collaborate with Landlords
- Proven ability to meet performance goals on a consistent basis;
- Ability to manage workload sufficiently to meet deadlines;
- Demonstrated experience or knowledge with all functions of this position;
- Demonstrated ability to communicate effectively, both orally and in writing;
- Excellent judgment and decision-making skills;
- Collect and input appropriate client data and documents case management notes in a timely manner;
- Proficiency in Microsoft Office Suite;
- Serve as an engaged and involved team member supportive of the varied experiences and perspectives of internal and external colleagues;
- Work to ensure that decisions are made to further the organization's goals and vision;
- This position will be on-call for overnight emergencies on a rotating basis;
- Undertake special assignments and perform other work as required.

VBCDC offers a generous benefits package which includes, health, vision and dental insurance life insurance, LTD, vacation, personal, sick leave and paid holidays, and a 403 (b) tax sheltered annuity, and training and development. This position requires day time travel in the Hampton Roads region up to 80% of the work week. **Please submit a thoughtful cover letter and resume to [careers@vbcdc.org](mailto:careers@vbcdc.org).**

**Physical Demands/Work Environment**

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. The employee must have a valid driver's license, own an automobile which can be used for travel during the work day, and carry \$300,000 of liability insurance.