

Announcement of Vacancy: Case Manager and Compliance Specialist

Are you passionate about helping families facing homelessness to obtain safe, sustainable housing? Do you enjoy monitoring systems and processes to ensure a high level of organizational performance and professionalism? Do you want to work with a small team of supportive, mission-focused colleagues?

Bridge of Hope Harrisonburg-Rockingham seeks a Case Manager & Compliance Specialist to provide case management and support services for families who are unhoused or at risk of homelessness; foster relationships with groups of volunteers who work with each family; and monitor and maintain systems and documentation required for a high-caliber relationship-based program.

Qualifications and Skills:

1. Bachelor's degree in a human services field with at least 3 years case management experience.
2. Passion for working with families who are facing homelessness required; knowledge, experience, and skill in working with this population a plus.
3. Highly organized, with strong attention to detail and follow-through.
4. Strong interpersonal and communication skills.
5. Ability to self-start and manage time, tasks, and schedule independently and with flexibility.
6. Active in a Christian faith community, such as a congregation, small group, or house church, with an understanding of and commitment to the mission of Bridge of Hope Harrisonburg-Rockingham:
To engage Christian faith communities in ending family homelessness through neighboring relationships that demonstrate Christ's love.
7. Possession of a valid driver's license and availability of a vehicle is required.
8. Fluency in a second language is a plus.

Details: The Case Manager & Compliance Specialist position can be flexibly designed to accommodate a load anywhere between half-time and full-time. Salary is commensurate with experience.

To Apply: Candidates are asked to submit the following to ED@hr.bridgeofhopeinc.org .

- a current resume,
- a letter of interest in the position that describes the alignment of your qualifications with the position requirements, and
- names, contact information, and relationship for two individuals whom we may contact regarding your application.

Review of applications will begin May 15, 2024, and continue until the position is filled.

Bridge of Hope Harrisonburg-Rockingham is committed to equal employment opportunity.