



519 East 11th Street, New York, NY 10009

Job Title: Case Manager (multiple positions)

Reports To: Program Director

Location: 671 Tinton Avenue, Bronx, NY

Hours: 35 Hours per week:

- Monday - Friday 8:00 am - 4:00 pm; one Saturday a month
- Monday - Friday 10:00 am - 6:00 pm; one Saturday a month

Salary Range: \$47,000 - \$52,000

Organizational Overview:

Nazareth Housing is a nonprofit organization dedicated to promoting housing stability and economic mobility among vulnerable families and individuals in New York City. Since 1983, we have empowered clients to build pathways out of poverty and prevent homelessness through services such as emergency family shelter, supportive housing, homelessness prevention, and immediate needs assistance.

Position Summary:

Nazareth Housing is seeking compassionate and organized **Case Managers** to support tenants in maintaining stable housing and working toward self-sufficiency. This full-time position involves delivering direct services to clients. This would include, but not be limited to: intake, assessment, individualized service planning, advocacy, and case management. You will be responsible for tracking client progress, documenting case activities, and reporting regularly to the Program Director. Case Managers also play a vital role in supporting agency-wide initiatives, participating in special projects, and collaborating with both internal teams and external service providers to ensure coordinated, comprehensive care.

Key Responsibilities:

- Conduct client intakes, needs assessments, and individualized service plans.
- Deliver ongoing case management and advocacy services
- Manage a caseload of up to 32 and meet with clients a minimum of once a month
- Maintain timely and accurate documentation in case management systems
- Monitor client progress and adjust service plans as needed
- Support clients in navigating city and community-based resources
- Participate in team meetings and case conferences
- Organize and facilitate community activities and workshops
- Assist with program data reporting and documentation
- Collaborate with internal departments and external partners to optimize client outcomes
- Maintain regular communication with the Program Director
- Occasionally attend evening or weekend events and travel locally within NYC

Qualifications:

- Minimum **2 years** of experience in human services, community engagement, or outreach
- Bilingual (English/Spanish) preferred
- Proficiency in Microsoft Office Suite and Google Drive
- Familiarity with Footholds/AWARDS or other case management systems
- Associate degree in social work, counseling, psychology, or a related field **is required**, and a bachelor's degree is preferred

Skills and Approach to Work

- Commitment to **Nazareth Housing's mission** of supporting vulnerable & underserved New Yorkers
- Strong organizational, project management, and communication skills (written and verbal)
- Ability to work both independently and collaboratively in a team setting
- Exceptional interpersonal skills when engaging with clients and co-workers
- Deep understanding of the challenges faced by low-income families
- Strong decision-making, problem-solving, and conflict-resolution skills

Benefits:

Generous benefits include:

- 2 weeks paid vacation, 3 personal days, and 10 days sick leave
- Health insurance begins upon employment
- 401(k) retirement plan
- Flexible savings account (FSA)
- Employee wellness initiatives

How to Apply:

Interested candidates should submit a resume and cover letter to jobs@nazarethhousingnyc.org with the subject line "Case Manager Application – [Your Name]."

Nazareth Housing is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.