



## **TENANT-BASED RENTAL ASSISTANCE CASE MANAGER**

Are you committed to working with families to accomplish their goals and to increase their self-sufficiency and housing stability? If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need. For the past 27 years, ACDS has contracted with Anne Arundel County to oversee and manage the County's federal housing and community development funds. As a private nonprofit organization, ACDS successfully applies for a variety of federal, State, and local funds as well as provide a variety of direct assistance including homeownership counseling, foreclosure prevention counseling, property rehabilitation and affordable rental units to County residents.

### **Summary**

ACDS is seeking a Case Manager whose responsibilities include working with households receiving tenant-based rental assistance to help participants maintain and secure housing within the private rental market. The Case Manager will orient eligible participants to the program, link them to supportive services, and provide ongoing case management in order to promote participants self-sufficiency, integration into the community, and permanency in housing. Program participants will include both families and individuals within Anne Arundel County, Maryland. This is an entry level position that offers the opportunity to learn, assume responsibility for and play a leadership role as a key member of a small staff. The position offers tremendous opportunity for professional growth in the housing and community development field.

### **Job Description**

General responsibilities include managing a case load of households receiving tenant-based rental assistance. Primary responsibilities include: developing a financial and self-sufficiency case management plan with participants that includes a comprehensive intake to determine client needs, goals, and eligibility; meeting with program participants to monitor progress of service plan goals; connecting program participants with community resources by providing referrals to appropriate social service agencies or providers; providing pro-active follow-up home visits to

ensure stability and further progress towards self-sufficiency; developing and encouraging adherence to a personal budget through pro-active housing and budget counseling sessions; and working with the Housing Relocation Specialist to document and annually re-certify client eligibility for housing programs.

### **Qualifications**

The Case Manager position requires a Bachelor's degree in Social Work, Human Services, or related field and a minimum of three years' relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Spanish speaking ability is an added asset, but is not required.

### **Salary /Benefits**

Salary ranges from the upper 50's to mid 60's depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

**Location:** Annapolis, Maryland

**Scheduled Hours:** Full-time 40 hours (salary exempt position)

### **How to Apply**

Please include cover letter to:

Human Resources  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
Or, email to [hrresumes@acdsinc.org](mailto:hrresumes@acdsinc.org)  
Or, Fax (410) 222-7619

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**Posted December 16, 2022**