

We Are HIRING!



Legacy Empowerment is now hiring housing case managers in Camden, Gloucester, and Burlington County.

Apply Now



**SCAN THE QR CODE
TO LEARN MORE
AND APPLY NOW!**

- Work closely with members to find secure and safe housing
- Assist members with housing applications, lease agreements, and required documentation
- Advocate for members with landlords, property managers, and community organizations
- Conduct monthly in-person and virtual visits, follow-up appointments, and ongoing check-ins
- Connect members to emergency housing resources and provide crisis support when needed

Contact hr@legacyempowers.com to learn more



Legacy Empowerment Services

Job Description

ABOUT US: Founded in 2020 by Mayra Martinez and Anthony Perez, Legacy Empowerment Services' (LES) mission is to empower adults with disabilities to fulfill their potential & reach their goals by providing a wide array of services including skills training for daily living, appropriate social behavior, planning and coordinating recreational and leisure activities, employment supports and promotion of community awareness and involvement. Every member of our team is passionate about eliminating barriers to critical services and supporting our participants in reaching their goals. Our team is diverse with invaluable experience as teachers, social workers, behaviorists, group home managers, support coordinators, job coaches, and parents of individuals with disabilities.

JOB TITLE: Housing Case Manager

REPORTS TO: Housing Support Services Program Director

JOB OVERVIEW: The Housing Case Manager provides individualized housing support services and case management to participants enrolled through NJ FamilyCare. This role involves working closely with Managed Care Organizations (MCOs), community partners, landlords, and participants to secure and maintain safe, affordable, and stable housing. The Housing Case Manager will assist participants in navigating housing resources, advocating for their needs, and promoting long-term housing stability while supporting overall health, wellness, and independence.

RESPONSIBILITIES & DUTIES:

- Provide housing-focused case management and support services to eligible participants in accordance with NJ FamilyCare guidelines.
- Partner with MCO care managers, community agencies, landlords, and local housing authorities to identify appropriate housing opportunities.
- Assist participants in completing housing applications, lease agreements, and other required documentation.
- Conduct housing assessments and develop individualized housing service plans tailored to participant needs and goals.

- Support participants with skills related to housing retention, including budgeting, conflict resolution, and tenancy education.
- Advocate on behalf of participants with landlords, property managers, and community organizations to address barriers to housing.
- Maintain accurate and timely documentation of services provided in compliance with agency, MCO, and state requirements.
- Conduct 1-2 monthly in-person meetings (depending on level of need), follow-up appointments, and check-ins to ensure housing stability.
- Participate in interdisciplinary team meetings, case conferences, and collaborative planning with MCOs and other providers.
- Provide crisis intervention and connect participants to emergency housing resources when needed.
- Stay informed about housing programs, subsidies, and policy changes that may impact participants.

QUALIFICATIONS:

- Bachelor's degree in Social Work, Human Services, Psychology, or a related field (Master's preferred).
- Minimum of 2 years' experience in case management, housing support services, or working with individuals with disabilities or vulnerable populations.
- Knowledge of affordable housing programs, landlord/tenant laws, and community resources in New Jersey.
- Experience collaborating with Managed Care Organizations (MCOs) strongly preferred.
- Excellent interpersonal, advocacy, and communication skills.
- Strong organizational skills and ability to manage multiple cases and deadlines.
- Proficiency in Microsoft Office and electronic health record (EHR) systems.
- Valid NJ Driver's License, reliable transportation, and willingness to travel locally for participant visits.
- Bilingual (English/Spanish) preferred but not required.

SALARY & COMPENSATION: Housing Case Managers at Legacy Empowerment Services (LES) are compensated using a **Per Member Per Month (PMPM)** model. Pay is linked solely to the completion of required deliverables, including Housing Stabilization Plans and progress notes. LES does not compensate based on hours worked and does not require employees to track time.

While Case Managers are expected to manage their own schedules to meet deliverable deadlines, they must complete all required documentation and attend mandatory

training courses to remain in good standing. LES does not guarantee a minimum number of assigned members. All service activities must be completed in accordance with agency standards and applicable regulations

Compensation is based on participant need level as outlined below:

- **Low level of need:** \$106.66 per month, per participant
- **High level of need:** \$213.32 per month, per participant

For the first two (2) months of a new case, compensation will be **doubled** to account for the increased workload involved in completing the Housing Service Plan (HSP), gathering required documentation, and exploring voucher or subsidy options.

Compensation for services is payable in accordance with the standard payroll practices of the Company and subject to all withholdings and deductions as required by law.

Additional compensation details:

- **Training Compensation:** All mandatory training will be compensated at the current New Jersey minimum wage rate. Attendance and completion of required trainings are part of the deliverable expectations for Housing Case Managers.
- **Mileage Reimbursement:** Mileage reimbursement is available at \$0.50 per mile for approved travel related to client services. Prior supervisor approval is required for all reimbursable travel. For example, if a Case Manager plans to conduct an apartment tour with a client, the request must be submitted to and approved by the direct supervisor before the travel occurs.

Funding Disclaimer:

The Housing Supports Program is run by the NJ Division of Medical Assistance and Health Services (DMAHS) and made possible through New Jersey's Section 1115 Medicaid demonstration waiver. This position is dependent upon Medicaid and State of New Jersey funding. Medicaid and the State of New Jersey reserve the right to amend, reduce, or discontinue funding for this service at any time. Accordingly, compensation for this role is contingent upon active participant assignments and continued program funding.

ADDITIONAL INFORMATION:

- Must cooperate with the licensee and Division of Medical Assistance and Health Services (DMAHS) staff in any inspection, inquiry or investigation.
- Shall submit to a criminal background check and be determined to be cleared by DMAHS prior to working with individuals served.

- Housing Case Manager agrees to have their name checked against the Central Registry of Offenders Against Individuals with Developmental Disabilities.
- Shall submit to drug testing (initial, random, and for cause).
- Shall complete an application to have their name checked against the Child Abuse Registry Information (CARI).

Required Training and/or Certifications

- Employee must successfully complete and demonstrate proficiency in all areas of required training as per DMAHS Standards.
- CPR, First Aid, Emergency Procedures, Medication Administration (if applicable)

HOW TO APPLY: Complete job application and submit resume on Legacy Empowerment Services website (www.legacyempowers.com/career).