



TITLE:
CASE MANAGER I

SALARY:
\$12.00/hour | 25 hours/week | Partial Benefits

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Family Development program manager, complete the following tasks:

- Serve as a supporting member of the Family Development team
- Interview and assess clients' crisis and immediate needs
- Utilize Community Action Services resources to provide assistance accordingly
- Assist clients to develop self sufficiency plans of action and provide community resources referrals
- Identify and recruit eligible participants for program's supportive case management
- Perform follow-ups and outreach visits to continue case management activities
- Teach family skill classes; facilitate self-empowerment training; and follow up with additional training materials
- Efficiently, expeditiously, and accurately document data on hard copies and into various computer programs,
- Assist with grants monitor preparations and visits
- Perform after-hour, on-call duties every 3-5 weeks (Mon – Sun)
- Other roles and duties as assigned by program manager and directors (Perform housing habitability inspections and lead inspections, Plan and facilitate family activities and document outcomes...)
- Attend meetings and trainings as assigned

QUALIFICATIONS:

- Minimum of two years of post-secondary education in Human Services or Social Work fields
- Minimum of two years' work experience in a related position providing counseling and services to the low income and homeless populations OR an equivalent combination of education and experience substituting on a year-to-year basis
- Knowledge and understanding of resources available at Community Action and in the community
- Have excellent written and oral communication skills
- Ability to conduct training in a professional manner
- Data entry experience and knowledge of basic office computer programs
- Capable of learning new data bases and programs and apply training into work responsibilities



- Ability to remain calm and professional under stressful situations
- Ability to interact and communicate well with low income and/or homeless individuals experiencing crisis and under extreme stressful situations
- Ability to work well as a supporting and contributing team member
- Ability to speak and communicate in Spanish is preferred
- Have reliable personal transportation, flexibility of hours and willingness to travel to accommodate meetings, trainings, home visits and special projects

Submit application packet to:
Community Action Services 815 South Freedom Blvd. Suite 100 Provo
OR
email packet to **ALarson@communityactionuc.org**

Application packet can be found at:
<http://communityactionprovo.org/about-us/employment-opportunities/>

Position closing date:
Friday April 12, 2019 3:00pm

An Equal Opportunity Employer