TITLE: CASE MANAGER I

SALARY: $14.00/hour 20–25 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 client crises 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 the 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 three to five weeks (Monday–Sunday)
• Attend meetings and trainings as assigned
• Perform 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, etc.)

QUALIFICATIONS:
• Minimum of two years of post-secondary education in human services or social work fields
• Minimum of two years of 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
• Excellent written and oral communication skills
• Ability to conduct training in a professional manner
• Data entry experience and knowledge of basic office computer programs
• Ability to learn new databases and programs and apply training to 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 a crisis and under extremely 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 a willingness to travel to accommodate meetings, trainings, home visits, and special projects

Submit application packet to Community Action Services 815 S. Freedom Blvd., Suite 100, Provo, UT 84601, OR email the packet to ALarson@communityactionuc.org.

Application packet can be found at http://communityactionprovo.org/employment/. 

Position closing date: Friday, February 7, 2020, 3:00 PM
An Equal Opportunity Employer