

Case Manager Job Description

We're hiring Case Managers! We are looking for caring, detail-oriented individuals with a commitment to improving the quality of life for low-income families in their community. Case Managers are responsible for assessing client needs, verifying client eligibility, and completing the intake process for our emergency services programs. Excellent Case Managers possess strong networking connections with other social services in their communities, a passion for connecting individuals to resources, and the ability to listen to the needs of our clients. Applicants should be comfortable building personal relationships, have an empathetic and supportive spirit, and be proficient in Microsoft Office Suite. If this description sounds like you, please visit our website www.caaneal.org/employment to download an application!

Introduction: Case Managers are responsible to the Community Services Directors. Applicants should have a strong commitment to serving the low income.

General Responsibilities:

- To serve the low-income clients of the organization and spend agency funding resources.
- Assists Community Services Directors in the development, implementation, and evaluation of target areas.

Primary Responsibilities:

- Conduct Assessment/Baselines for all agency clients
- Administer federal funding programs, state programs, and local programs for clients
- Make referrals to other agency programs and county resources.
- Maintain accurate records of input, referrals, and development in target areas.
- Responsible for formulating a coordinated comprehensive plan for individuals to become self-sufficient.
- It is the responsibility of the Case Manager to work with individuals and/or families and all other available resources in order to identify the individual/family needs.
- Responsible for auditing agency files.
- Other duties as assigned.

Qualifications:

- Must be able to communicate verbally and in writing with the target area personnel, the general public, and members of the entire organization.
- Must have a valid driver's license, a good serviceable automobile available at all times and covered with personal liability insurance.
- Must be able to work in harmony with the community and our organization.
- Degree in social work or related field is preferred, but experience can be submitted.

Benefits:

- Full-time schedule (Monday-Friday 8:00-4:30)
- Offices Located in: Oneonta, Centre, Rainsville, Scottsboro, Guntersville, Pell City, and Birmingham.
- Starting pay of \$17 an hour (experience and qualifications may change this rate)
- Retirement, health insurance, and life insurance.