

JOB DESCRIPTION

Title of Position: Case Manager	Immediate Supervisor: Director of Case Management	Salary Range:
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Specific Duties and Responsibilities shall include:

1. Performing initial client interviews, obtaining pertinent socioeconomic data and determining specific problems which need to be addressed.
2. Inputting data and utilizing computerized client data management system.
3. Providing comprehensive case management services which include an assessment of client needs, budget counseling, support service coordination, and assistance as needed to overcome client barriers to self-sufficiency.
4. Coordinating programs provided by other social service providers, and advocating on behalf of clients when necessary.
5. Facilitating comprehensive intake activities for SCA direct service programs. This process shall include verification of required income documentation, completion of appropriate application forms, and completion of client characteristic information necessary for program reporting.
6. Shall be responsible for general program support. Will provide support, as needed, to other core programs including cross-training in other service areas. Assist with special projects as assigned, and other tasks deemed necessary to achieve overall goals and to operate a successful program.
7. Undertaking periodic client follow-up in order to assess the status of the client's situation, as well as to assess the effectiveness of the services provided by Schuylkill Community Action.
8. Maintaining all client files and documentation necessary as required by funding sources, and completing required reports in a timely manner.
9. Contributing to the development and improvement of agency programs through participation in coordinated case management and self sufficiency task force activities and other agency initiatives intended to promote individual and family development, as an active member of the Central Services Staff.
10. Keeping up to date with the program changes and understanding the impact on our clients.

11. Ensuring that all required documentation is collected for enrollment in our various programs.

Required Licenses, Certificates, or Knowledge: BS in social service related field, valid PA Driver's License, basic computer literacy, and good oral and written communication skills.

Working Conditions: Standard hours are Monday through Friday from 8:00 am to 4:00 pm. These hours may be subject to change as needed.

Safety Hazards of the Job: None known.

Work Location: Subject to change, as determined by the Director of Case Management

This job description does not list all duties of the job. You may be asked by the Director of Case Management and/or Executive Director to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description. Schuylkill Community Action has the right to revise this job description at any time.

Signature

Date