

POSITION VACANCY NOTICE

Notice Date: March 15, 2018

The Clinton County Housing Coalition, Inc. (CCHC) is seeking a qualified candidate for the position of Senior Case Manager. Candidates must possess a valid PA driver's license and a good driving record, pass a criminal background check, and pass a PA Child Abuse History Clearance. Clinton County residency is preferred.

Primary job duties consist of providing comprehensive case management services to eligible clients; develop, monitor, and evaluate client Action Plans; connect with community resources, supervise co-workers and volunteer staff, research grant opportunities and assist with fund raising activities. See the related job description for a complete list of responsibilities. Candidates must possess a strong ability to plan, organize and work independently; to express ideas clearly and concisely, orally and in writing; to speak clearly and effectively in public; and to prepare clear and comprehensive reports. Competent computer skills, including the Microsoft Office suite, are required.

To apply, send a letter of interest along with a current resume to:

Senior Case Manager
Clinton County Housing Coalition, Inc.
330 East Main Street
Lock Haven, PA 17745

Applications will be accepted until March 30, 2018. Interview schedule will include a mandatory meeting with the Board of Directors on April 17, 2018 at 9:30am.

This is a full-time position, approximately 40 hours per week, and requires flexibility to work some evenings and weekends. Salary range is \$15.00 - \$19.00 per hour and a monthly healthcare stipend is provided. The position is located in Lock Haven, PA; however, travel to meetings throughout Pennsylvania is necessary. Travel costs are reimbursed. This position is primarily grant funded with an excellent possibility of multi-year renewals. For a complete copy of the job description visit the CCHC website at www.clintoncountyhousing.com and click on the "About Us/Employment" tab. CCHC is an equal opportunity, affirmative action employer.

CLINTON COUNTY HOUSING COALITION, INC.
POSITION DESCRIPTION

TITLE: **Senior Case Manager**
SUPERVISOR: Clinton County Housing Coalition, Inc. Executive Officers
SALARY RANGE: \$12.00 to \$20.00 per hour

MAJOR FUNCTIONAL OBJECTIVE

To assess client eligibility for a variety of assistance programs and provide superior case management enabling clients to attain a more self-sufficient social, economic, or mental status.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Provide comprehensive case management services for eligible clients.
- Develop client Action Plans that establish goals relating to: permanent housing, attaining income, education, addiction counseling, credit repair, mental health counseling, parenting skills, anger management, wellness, and nutrition
- Update client action plans regularly.
- Motivate clients to achieve their goals.
- Identify community resources and advocate for new resources.
- Connect clients with community resources and conduct regular multi-agency meetings to monitor client progress.
- Maintain accurate and complete data for all clients into agency database(s).
- Ensure compliance with agency policies; federal, state, and local requirements; and all grant/program requirements.
- Train, schedule, supervise, and evaluate co-workers and volunteers.
- Assist with audits and monitoring.
- Research grant opportunities and assists with grant application preparation.
- Be the agency representative to the Northern Tier Regional Homeless Advisory Board.
- Assist with agency fund raising activities.
- Perform related tasks as required.

REQUIREMENTS

- Bachelor's degree in Social Work, Psychology, Criminal Justice, Human Services or Business (other degrees will be considered with adequate work experience).
- Knowledge of community resources and counseling high risk populations.
- Experience working with persons in crisis.
- Excellent oral, written, and organizational skills.
- Ability to work independently.
- Ability to maintain client confidentiality.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
- Experience working with computers and client tracking databases.
- Ability to legally operate a motor vehicle and provide own transportation.