**Job Description**

**Position Title: Case Manager/Education Coordinator**

**Programs: Community Service Block Grant**

**Responsible To: Community Service Block Grant Director**

**Position start date: July 1, 2024**

***Position Summary***

The Case Manager/Education Coordinator is responsible for providing case management services to individuals and families enrolled in the Community Service Block Grant Self- Sufficiency Program and coordinating educational opportunities. It is the responsibility of the Case Manager to assess, develop, implement, and evaluate an action plan for the individual or family working to achieve self-sufficiency.

***Responsibilities and Duties:***

* Provide information on agency programs and identify families who want to become stable and achieve self-sufficiency.
* Obtain and verify documents for program eligibility.
* Develop and implement case management action plans.
* Process services to eligible individuals and families requesting assistance such as employment, education, utility, rent/mortgage, and food etc.
* Assist individuals and families with identifying the causes of crises and services needed to avert future crises.
* Ensures timely entry of program participant’s information, goals, and achievements in database and files.
* Maintain good rapport and knowledge of other educational programs and coordinate educational/training classes for program participants.
* Consistent communication with educational leadership on available opportunities and obtain program participant educational certificates, grades, etc.
* Assist participants in learning to access services on their own, thereby reducing the dependency on the case manager.
* Compile records and prepare necessary monthly, quarterly, and success reports.
* Regularly review case management action plans and perform follow-up assessments for status of goals.
* Determine strategies of success and or needed changes to achieve self-sufficiency.
* Participate in local, state, and other training and workshops.
* Perform other duties as assigned as assigned by CSBG Director.

***Qualifications Desired:***

1. An associate degree or higher is preferred or two years’ experience in the human service field.
2. Previous Community Action experience is preferred.
3. Must possess good oral and written skills including ability to interpret, gather, and compile data.
4. Possess knowledge of computers and related software applications.
5. Ability to work cooperatively with all levels of employees, other organizations, and the public.
6. Necessary to follow policy and procedures.
7. Must be willing to obtain any necessary certification(s) to successfully perform position.

Salary range dependent upon experience and education - $45,000 - $50,000

Please send a cover letter and resume to Danielle Fields at dfields@alamanceservices.org no later than 5:00 p.m. Wednesday, May 8, 2024.