

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 11/30/17

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 12/10/2017

OUTSIDE: X

POSITION: Case Manager

INITIAL WORKSITE:* 16 Arch Street, Cumberland

* Subject to change based on program needs

PROGRAM: Office of Housing Opportunities

SALARY: Hourly: \$9.25 Annually: _____

GENERAL SCOPE:

Under the supervision of the Office of Housing Opportunities Program Director, and in concert with HRDC Policies and Procedures and Program Guidelines, ensures efficient case management services for all assigned HRDC and all other homeless individuals and families in the County, including those enrolled in the Rental Allowance Program (RAP). Case Management duties include intake, assessment, information and referral to other services, securing benefits, providing individual and group counseling and guidance to homeless consumers, follow-up and home visits. Serves as a role model, assists in creating a positive, supportive environment for consumers and staff, completes all progress notes, paperwork, and reports as required, fosters good community relations, maintains a positive, professional attitude at all times, and ensures consumer confidentiality.

QUALIFICATIONS: (Education/Experience)

1. Associate of Arts Degree from an accredited college in Human Services or related field preferred.
2. One (1) or more years' experience, paid or volunteer, paralleling the major duties of this position.

SKILLS AND ABILITIES:

1. Ability to exercise independent judgment.
2. Ability to handle multiple tasks in a pressured and changing environment.
3. Ability to relay information to consumers regarding services and benefits available to them.
4. Must exhibit good oral and written communication skills.
5. Must possess good organizational and time management skills.
6. Possess the desire, ability and temperament to work effectively with individuals and groups from all sectors of the community.
7. Must be sensitive to the problems and needs of homeless and low-income persons.
8. Must possess knowledge of good interviewing skills.
9. Must possess general knowledge of available community resources.
10. Must have access to transportation to travel independently as needed.
11. Valid driver's license.
12. Clean Driving Record as defined in HRDC's Policies and Procedures.
13. Must complete a satisfactory Criminal Background Check, physical and drug screen within timeframe established by the program.

DUTIES:

1. Conducts initial and follow-up case management activities with residents of HRDC's Transitional Shelter, Permanent Supportive Housing, Rapid Rehousing and Rental Allowance Program (RAP) recipients to include, but is not limited to:
2. Completes all reports and paperwork required.
3. Meets with the Program Director at least one time weekly;
4. Meets with transitional shelter residents at least one time weekly;
5. Attends all meetings and trainings as requested by Program Director.
6. Assists with community events, on a limited basis, when requested by Program Director.

7. Schedules home visits and completes follow-up as requested by Program Director.
8. Contacts appropriate entity when medical or safety emergency arises.
9. Arranges transportation for necessary appointments and housing searches for shelter residents.
10. Reports any major changes, rule violations, crisis situations or suspected abuse / neglect immediately to the Program Director.
11. Promotes and supports the agency's Core Values (**T**eamwork, **H**onesty, **R**espect, **I**nnovation and Growth, **V**alue of People, and **E**ffort and Commitment) in their day to day work.
12. Performs other duties as requested by Program Director.

WORKING CONDITIONS:

This is a Union position; up to 8 hours per day; typically, Monday – Friday. Days and hours of work may vary based on program operations. Work-months per year may vary based on program needs Attendance at evening meetings as required Must have the flexibility to work overtime per program needs. Must have the ability to travel within the County as program requires it. Must be able to travel out-of-town when program operations require it. Physical ability to perform job duties and lift up to 30 lbs.

NOTICE: All applicants must submit an HRDC Employment Application, resume and cover letter of interest which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Ave
Cumberland, MD 21502

HRDC - AN EQUAL OPPORTUNITY EMPLOYER