

CATHOLIC CHARITIES OF NORTHWEST FLORIDA

JOB TITLE Case Manager

DATE 08/2024

FLSA STATUS

Exempt

JOB DESCRIPTION

Catholic Charities offers an opportunity to make a difference in the lives of our neighbors in need, as well as a comprehensive benefits package including Medical, Dental, Vision, Life and LTD Insurance, Generous 401k Match (after 90 days), 11 Paid Holidays, Paid Time Off & Sick Time.

A case manager for Catholic Charities of Northwest Florida's Emergency Assistance Program provides case management services to individuals or families in need to assist them in obtaining stable and safe housing. A case manager will advocate for their client and connect them with other community resources as needed.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Social Work or other Human Service related field.

The ability to understand and implement rules of confidentiality with regard to client and program data.

DESCRIPTION DUTIES

- Obtains necessary data from a client and accepts or determines eligibility through the designated intake process for a specific area of service.
- Helps clients develop a Recovery Plan by jointly reviewing the assistance they have received, identifying any unmet urgent needs and determining possible sources for gaps in resources.
- Refers the client to another program or agency when appropriate.
- Follows up with other agencies to assure that assistance commitments have been met.
- Remains in contact with the client until the disaster-related needs are met and/or the case is closed.
- Keeps detailed records and a chronological summary of every case, home visit, referral and every contact with resources on client's behalf.
- Respects confidentiality at all times, at home, in public, in committee meetings, and in consultation.
- Networks with other agencies to stay informed about services and resources.
- Enables clients to take responsibility for their recovery, acting as an advocate for the client.

Job Types: Full-time

Salary: \$17.00 - \$18.50 per hour

Expected hours: 36 per week

Schedule:

- Day shift
- Monday to Friday
- Work Location: In person

Benefits:

- 401(k)
- 401(k) matching
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Paid time off
- Retirement plan
- Vision insurance

Interested applicants should submit a cover letter and resume to Haleigh Hixon at hixonh@cc.ptdiocese.org. Please include in your cover letter how your education, skills, and abilities make you a good fit for this position.