

Community Action Partnership Job Opening

Community Action Case Manager

Apply today to join a team that works towards eliminating poverty in the community with decency and dignity and respect for cultural diversity! The Five County AOG is an equal opportunity employer, currently looking for the right person to join our dynamic team as a Community Action Case Manager.

WAGES AND BENEFITS:

- Full-time
- Monthly salary: \$3,483.00
- Benefits include health, dental, vision, life insurance, paid time off, retirement benefits, paid holidays, retirement, and 401k options.

JOB DUTIES:

- Provide supportive services to help stabilize low-income or homeless households who seek assistance through Community Action.
- Screen applicants for appropriate eligibility and funding. Monitor program compliance.
- Maintain case management skills and knowledge of program policies and procedures by participating in required training, unit meetings, case staffing and other educational events.
- Maintain professional standards and adhere to policies and procedures of the Five County Association of Governments.
- Assist in intake process with all Rapid Rehousing applicants, Community Service Block Grant (CSBG), and other grants which assist low-income and homeless individuals and families to become self-sufficient. Provides referrals to appropriate agencies as warranted.
- Works with community special needs groups to identify unmet needs and advocate for resources and solutions.
- Assist with grant management.
- Actively participate in LHC (Local Homeless Council), homeless coordinated entry systems, and community case manager's meetings.

EXPERIENCE AND ATTRIBUTES REQUIRED:

- An associate degree in family studies, sociology, psychology, social work, public administration, or finance. A bachelor's degree preferred.
- Knowledge of Community Action programming and a basic understanding of the interrelationships of federal, state, and local governments and agencies.
- Strong computer literacy and database management skills. Must be proficient at Microsoft Word and Excel and learn and utilize new computer software rapidly.
- Must have a clean criminal history and be able to pass a background check.
- Current Driver's License required.

To apply send a resume to jwong@fivecounty.utah.gov by Wednesday, May 1, 2024, at 5:00 p.m. MDT