

## Economic Improvement Council, Inc.

### Job Description

<b><u>Job Title:</u></b>	Case Manager
<b><u>Supervisor:</u></b>	Community Services Block Grant Director
<b><u>Working Hours:</u></b>	8:30 am – 5:00 pm (Normally)
<b><u>Work Station:</u></b>	EIC Economic Resource Center
<b><u>Salary Range:</u></b>	\$14.85 - \$15.05

### **Duties and Responsibilities:**

1. Be familiar with the community in general and the target poverty areas.
2. Assist in the organization of community groups and Community Councils.
3. Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
4. Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
5. Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
6. Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
7. Provide needed supportive services to clients such as transportation and resume assistance.
8. Assure adequate follow-up of participants' job and housing placements.
9. Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
10. Provide appropriate counseling to participants when the need arises.
11. Maintain adequate records on each participant on the AR4CA Web.
12. Be familiar with the functions and requirements of each resource in the area.
13. Encourage participants to attend budget counseling, job and housing seminars/training.
14. Monitor and report participant assessments to the Community Services Block Grant Director.

15. Other duties as deemed necessary.

**Desirable Skills and Qualifications:**

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess good communication skills.

**Education and Experience:**

Associate Degree with at least one year experience in working with families, the public, or in a social program.