

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Community Bridges
Job Description

Date: May 2018

Exposure Determination Category: 3

Salary Grade: 11-12

Chart: 1 Non-Exempt

Job Title: Family Stabilization Specialist (Case Manager)

Reports to: Family Stabilization Manager

Areas of Responsibility: Implementation of the Family Stabilization (emergency assistance) and Transition to Independence case management programs; home visits as needed; assist clients with the development of self-sufficiency, goal-setting and action plans; advocacy for clients; coordination of CAPWN services and other area resources; assessment of clients for eligibility of services for all programs, including Weatherization and Affordable Housing Units; assist with Special Distribution projects.

Major Duties:

1. Complete initial client interview, required paperwork, and intake in agency data tracking system for emergency assistance, weatherization, and affordable housing requests.
2. Work in conjunction with Family Stabilization Committee in determining client eligibility for assistance requests.
3. Adhere to all funding source guidelines.
4. Make referrals to outside resources as needed.
5. Assess, and assist families in the development of a self-sufficiency assessment and Strategies for Success plan and track client progress in agency database.
6. Provide case management support and assist families in meeting their goals.
7. Coordinate with CAPWN programs and area agencies to recruit and coordinate services for client families.
8. Provide training sessions for clients to develop self-sufficiency and life skills.
9. Provide outreach services.
10. Complete required reports.
11. Attend meetings and trainings as required.
12. Maintain confidentiality of client information and provide a supportive and understanding environment for all client interactions.
13. Perform other duties as assigned.

Working Conditions:

- Office 90%, 10% training, meetings, and community interaction
- Work requires ability to meet tight deadlines
- Limited out of town travel

Physical Requirements:

- Ability to bend, stoop, squat, crouch and pull file drawers
- Fine manipulation of hands with repetitive action
- Operate office machines

- Occasional lifting and carrying of up to 40 pounds
- Must regularly talk, hear and have close vision ability

Minimum Qualifications:

Grade: 11

1. AA degree in Human Services, Social Work, Psychology or related field and one year experience in a human service program or three years' experience in a human service agency working with clients in area of self-sufficiency
2. Computer experience
3. Proficient in verbal communication and in maintaining written documentation
4. Age 21 or above
5. Valid driver's license with good driving record and insured vehicle available at all times.

Grade: 12

1. Meet the minimum qualifications above;
2. BA in Social Work, Psychology or related field or 5 years' experience in a human service agency working with clients in area of self-sufficiency

Approved by Human Resource Director: _____ Date: _____

Approved by Program Director: _____ Date: _____