



## CASE MANAGER

Job Description Form

Division/Department:	Center for Self Sufficiency and Housing Assistance		
Location	2010 Bridge SW		
Reports to	Linda Zamora	Title	Center Director

Level/Grade	Type of position:	Hours : 40 hours per week
5	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

### SUMMARY

Responsible for assessing client needs, development and implementing clients and family service plans. Provided clients with the tools to become self-sufficient.

### RESPONSIBILITIES

- Conducts intake and assessment interviews to determine eligibility and need for program services.
- Conduct home visit clients as needed.
- With client, develops client service plan.
- Provides case management services to implement service plan in a timely fashion.
- Coordinates case management services with community agencies and other Catholic Charities programs. Makes referrals as appropriate.
- Plans and implements interventions when service plans are not being met.
- Monitors and documents clients' progress and keeps client files current.
- Represents and advocates for clients as needed.
- Assists in preparation of program reports.
- Keeps abreast of program/contract requirements.
- Respond appropriately to the cultural differences present among the Agency's service population.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Participate in weekly team meetings as scheduled.
- Arranges for linguistic interpretation when necessary.
- Complete all other duties as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### WORK EXPERIENCE REQUIREMENTS

- One-year minimum of experience working with under-served populations.
- Valid NM Driver's License with clean record.

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Reports to	Linda Zamora	<i>Title</i>	Center Director
	<ul style="list-style-type: none"> <li>- Intermediate computer skills in MS Office and Windows.</li> <li>- Read, write and understand the English language.</li> <li>- Ability to work independently.</li> <li>- Knowledge of local social services system preferred.</li> <li>- Multicultural experience preferred.</li> </ul>		
<b>EDUCATION REQUIREMENTS</b>			
	<ul style="list-style-type: none"> <li>- BA/BS in Social, Behavioral, or Health Sciences and/or relevant experience in related field.</li> <li>- Bilingual in English/Spanish will be required for specific positions; preferred for others.</li> </ul>		

**Employee's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

***THIS SECTION IS COMPLETED BY HUMAN RESOURCE***

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	