



JOB ANNOUNCEMENT – PLEASE POST

Case Manager – Douglas County	
Case Management	Closing Date: Open until filled
Budgeted Hours: 40 hrs/wk	Salary: \$13.65 - \$18.45 Plus generous benefit package of Health Insurances, Retirement and Paid Time Off

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

BACKGROUND CHECK: Must be able to pass a background check ran by Oregon Department of Human Services.

THE POSITION: Provide case management, develop support services and make appropriate community referrals to address individual needs of the family. Provide intake, data collection and verification, eligibility determination, data entry, information and referral, information compilation, maintain files and other information for UCAN emergency services programs, i.e.: homeless assistance, rent/mortgage assistance.

Essential Functions: 1. Interview applicants to determine eligibility for services following program and supervisor guidelines. Explain program, gather and verify information given and determine eligibility for services following guidelines of programs. Assist applicants in completion of applications. Process paperwork correctly and in a timely manner. 2. Assist the family to assess their needs and develop a family plan of both short-term and long-term goals and work plan to meet those needs. 3. Evaluate each family's progress from transitional housing and services to self-sufficiency and stabilization. Work with participants to help them develop the skills needed to assume responsibility for choices and progress. Assist participants in completion of applications for services. 4. Provide assistance in acquiring safe, affordable and stable housing. 5. Provide training on, money management, tenant rights/responsibilities, property care, maintenance and coordinate other educational services. 6. Remain aware of community resources; establish and maintain rapport with community partners and vendors. Provide housing information, community resource identification and referral, networking, linkages and advocacy to other community resources. Work with area landlords to establish partnerships. 7. Provide follow-up services and a supportive network to encourage family stabilization and self-reliance. 8. Collect data needed for completion of program reports. Enter data into the HMIS system. Maintain accurate files assuring all information is entered into the programs data base in a timely fashion. Provide information and reports to Supervisor as scheduled or requested.

Note: Regular and consistent attendance is required. Hours of work are during normal business hours and may require occasional evenings and weekends.

MINIMUM QUALIFICATIONS: Bachelor's degree in social services or related field or four years experience in a social service organization, OR a satisfactory equivalent combination of education and experience. Certified Alcohol & Drug Counselor Certification (CADC) preferred. Previous direct service to veterans and military families preferred. At time of appointment, must possess valid driver's license and provide copy of certified driving record. Oregon Driver's license required within 30 days of employment.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of community resources; considerable knowledge of and experience in empowering individuals, understanding of low income/homeless people and the causes of poverty and homelessness; reasonable knowledge of general office practices and procedures; reasonable knowledge of systematic filing and retrieval processes or systems; reasonable knowledge of word processing; reasonable knowledge of English composition, spelling, grammar and arithmetic; basic knowledge of general recordkeeping and bookkeeping processes. **Skill in:** Working with people in crisis; organizational skills; good record keeping skills. Entering data rapidly and accurately; use of office equipment which includes automated equipment and other copying equipment; organizational skills; use of spreadsheets, MS-Word, and other commonly used computer programs. **Ability to:** Communicate effectively in both oral and written forms; maintain confidentiality; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; establish and maintain records, reports and statistical data; represent program in a variety of settings; maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, families, community partners and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, carrying, keyboarding, lifting up to 25 pounds (occasionally more), pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires continuous mental and/or visual attention.

SUBMIT COMPLETED UCAN APPLICATION TO:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913 FAX 541-492-3921

Or Online: Application on website: www.ucancap.org

EQUAL OPPORTUNITY EMPLOYER & PROVIDER