

# Off-Campus Employment

*Job posted on 2014-08-29 by 00026579; posting expires on 2014-09-10*

**Employer:** North Central West Virginia Community Action

**Position:** Case Manager

## **Job Description:**

**Job Requirements:** Provide comprehensive case management services to homeless or potentially homeless individuals and families. Gather and evaluate participant information regarding employment history, housing situation, physical functioning, financial status, and the capacity for independent living; toward the goal of assisting individuals and families to obtain and maintain appropriate permanent housing and self-sufficiency. Evaluate participant's concerns, observe behavior, develop service plans, maintain confidentiality of information, manage assigned case load, prepare narrative and statistical reports, maintain documents and correspondence regarding participants, and track case file in client-tracking database. Annual TB screening; first aid card; CPR card; and food handlers card.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, walk, sit, stoop, use hands, drive an automobile, talk, and hear. The employee must occasionally lift and or move up to 25 pounds.

**Wage:** \$13.48/hour to \$14.97/hour

**Qualifications:** Qualifications: Bachelor's Degree from an accredited college or university in Social Work, Counseling, Psychology, Sociology, or other applicable field. Two years of documented experience providing case management or outreach services. Excellent computer knowledge, accurate record keeping, ability to address crisis situations, strong communication skills, ability to relate to children and adults, and the desire to work toward the success of low-income families. Valid Driver's License, proof of insurance, dependable personal vehicle, and background check with no criminal history. Some evening and weekend hours required.

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**Application Instructions:** Apply: Applications available at North Central WV Community  
Action offices or any Head Start Center. Return completed application to:

Courtney Young [cyoung@ncwvcaa.org](mailto:cyoung@ncwvcaa.org)

Shelter Manager, Scott Place Shelter

215 Scott Place

Fairmont, WV 26554

Phone: (304) 366-6543

Closing Date: September 10, 2014 4:00PM