



## Employment Opportunities/ Job Openings

### **Case Manager- Family Stabilization Program**

Catholic Charities Atlanta, Family Stabilization Program is seeking candidates for a **full-time Case Manager**. This position provides client intakes, screenings, assessments and case-management services with eligible individuals and their families including Veterans. The Case Manager is also responsible for maintaining the database, accurate files and records of clients served through the program.

A Bachelor's degree or experience in a related field is required. Working knowledge of Microsoft Word, Excel and Outlook. Direct client service experience preferred. Must communicate effectively both orally and in writing. Knowledge of community resources and social service agencies preferred. Veterans are encouraged to apply.

If interested, please email a **resume** and **cover letter** with "Case Manager" in the subject line to:

[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)

Qualifying candidates will be selected and contacted for interviews.

**Posted: March 29, 2019**

## Catholic Charities Atlanta Job Description

**POSITION TITLE:** Case Manager

**PROGRAM ASSIGNMENT:** Family Stabilization Program; Public Benefits

**CLASSIFICATION:** Full Time, Exempt

**JOB CODE:** Scale Grade (E0-4)

**QUALIFICATIONS:** **General:** Must possess a Bachelor's degree or experience in a related field. Working knowledge of Microsoft Word, Excel, and Outlook. Direct client service experience preferred. Ability to communicate effectively, both orally and in writing.

**Specific:** Knowledge of community resources and social service agencies preferred; Preference given to Veterans.

### **GENERAL RESPONSIBILITIES:**

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta. (Separate Document)

### **SPECIFIC RESPONSIBILITIES:**

1. Performs intake, screening, and assessments with eligible individuals and their families including Veterans;
2. Provides information and referral for clients as needed;
3. Develops and maintains comprehensive service delivery methods for families enrolled in services;
4. Works with individual and/or families to reach identified goals emphasizing transition into permanent supportive housing, attaining housing stability; and long term case management.
5. Provides case management to individuals and families; including assisting with developing a household budget, referrals for employment and other services that assist the family in moving to self-sufficiency.
6. Maintains database, accurate files and records of clients served through the program;
7. Participates in community outreach events to promote program services;

8. Meets with immediate supervisor on a regular and consistent basis. Remains open to the feedback of peers and administrative staff. Responds to problem areas in a timely and productive manner. Meets individual program and grant benchmarks on a consistent basis.
9. Other duties as assigned by the Program Director.

**SUPERVISORY RESPONSIBILITIES:** Interns

**ACCOUNTABILITY:** Manager Case Management

**COMMENTS:** The work week is generally 37.5 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage. Position is exempt.

**DISCLAIMER:** This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

*I have received a copy of my current job description:*

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*(Employee)*

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*(Date)*