

CAREER OPPORTUNITY



Title: Family Stabilization and Support (FSS) Case Manager & Recovery Navigator

Hours: Full Time (37.5 hours, Exempt position)

Brief Description:

Provides goal directed and self-sufficiency focused Case Management services to clients engaged with the Family Stabilization and Support program, including walk-in assistance, financial screening, and on-going case coordination. Works with special population including recovery and disaster case management. Assists with the training and supervision of department interns and volunteers.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

FSS Case Coordination

- Provides direct client services including screening, intakes, and ongoing case management to referred consumers.
- Responds to phone inquiries for services and completes phone screenings as necessary to determine FSS service eligibility.
- Coordinates trauma informed services and connection to mental health supports to survivors of trauma and disaster survivors.
- Facilitates financial screening and short-term case management to clients requesting financial assistance and provides support in FSS activities through the Neighbors Helping Neighbors Program.
- Provides immediate assistance to walk-in FSS clients, including clients referred for recovery resources, and schedules appointments when needs cannot be served on a walk-in basis.
- Conducts assessments and creates individual goal setting plans with clients requesting on going case coordination.
- Provides home based and community-based visits, including client transport when necessary for case plans, in response to client needs.
- Maintains case records and keeps an updated list of open FSS cases.

Community Collaboration and Coordination

- Collaborates with the Mission Services manager in developing internal and external partnerships for service coordination.
- Maintains knowledge of community resources, especially relevant trauma and disaster resources.
- Attends and participates in community meetings relevant to service delivery.
- Plans and facilitates case conferences with collaborators for clients with complex needs.

Documentation and Reporting.

- Appropriately documents client encounters utilizing computer-based case management software.
- Maintains paper case files and ensures appropriate documentation of case notes, referrals, and units of services delivery.
- Maintains and updates records for clients receiving financial assistance.
- Completes necessary monthly reporting and participates in Quality Assurance Processes.

Team Work and Professional Growth.

- Attends and actively participates in agency and team meetings.
- Participates in supervision for professional development and collaboration.
- Seeks to further own professional development through attendance in applicable workshops and trainings.
- Maintains individual licensure, if applicable.

Minimum Requirements:

- Bachelor's Degree in Social Work and current LSW license, or license eligible
- At least two years related work experience in social service delivery
- Skills in client assessment
- Sound knowledge of community resources
- Sound interviewing and intervention skills
- Ability to plan and coordinate services
- Demonstrated leadership ability
- Ability to effectively work with other organizations in the community
- Effective written and oral communication skills
- Ability to work with diverse populations
- Willingness to work flexible hours
- Valid Ohio Driver's license, access to dependable transportation
- Commitment to Catholic Social Services of the Miami Valley's mission and goals
- Knowledge of Catholic teachings and/or ability to acquire and function within that framework

All interested candidates should send a resume with salary requirement to:

Human Resources

Catholic Social Services of the Miami Valley

922 W. Riverview Ave.

Dayton OH 45402

or e-mail to jobs@cssmv.org or fax to (937) 222-6750