

ST MARTIN CENTER, INC.

Job Title: Case Manager Specialist

FLSA: Salaried, Non-Exempt

Reports to: Self Sufficiency Program Director

Salary: \$40,000 annually

PLEASE SEND ALL RESUMES to rperry@smartincenter.org

Summary:

The Case Manager will be part of the Self-Sufficiency Department and work with a variety of funding sources. The Case Manager will work with clients in danger of or experiencing homelessness to facilitate the process toward stabilized housing. This position will determine service eligibility, provide emergency assistance, and community referrals that will stabilize the housing situation.

Qualifications:

- Well organized with the ability to multitask
- Dependable
- Basic Microsoft Word and Excel skills and ability to learn complex data tracking systems
- Excellent verbal, written and interpersonal communication skills
- Bachelor's Degree in Human Services Field (preferred, not required)
- Bilingual (preferred, not required)

Essential Functions:

- Receive referrals for various grant programs
- Schedule initial appointments and additional appointments as needed
- Interview and evaluate for client's needs and eligibility for services
- Explain services offered by St. Martin Center
- Use effective communication skills
- Collect and record client data using HMIS system, Charity Tracker and internal Call Log list
- Assist the client in completing the application for various grants as appropriate
- Link clients with additional appropriate community resources or internal resources
- Conduct community outreach to meet program goals as needed
- Maintain client and agency confidentiality
- Assist with other activities/duties as assigned

Working Knowledge of:

- Previous experience working with persons experiencing homelessness
- Homeless Assistance Program (HAP)
- Emergency Solutions Grant (ESG)
- Erie County Coordinated Entry Process
- LIHEAP, LIWAP, PCAP, and Erie County Crisis Services
- Transportation Services
- Emergency food services
- Erie City/ County community resources
- Additional Rent and Utility assistance programs
- CSFP Senior food box program

Additional duties:

- Develop and maintain relationships with SMC staff, clients, partnering agencies and/or other community resource agencies as necessary
- Complete individual and department program reporting as requested/needed
- Participate in meetings and presentations
- Attend trainings as scheduled
- Maintain agency and client confidentiality at all times

Requirements to perform essential functions: (Codes used: “F” for frequently; “O” for occasionally)**Physical**

- (F) Sit
- (F) Stand
- (F) Walk
- (F) Climb Stairs
- (O) Bend
- (O) Squat
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (F) Use Fine Finger Movements (write/type, etc.)

Carry/lift loads of:

- (O) Light (up to 25 lbs.)
- (O) Moderate (25-50 lbs.)

Mental

- (F) Read/comprehend
- (F) Perform Calculations
- (F) Communicate Orally
- (F) Reason and Analyze

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