

Position Title: Disaster Case Manager

Reports to: Supervisor of Disaster Case Management

Position Status: Full-time, Temporary, Exempt (Ends August 24, 2019)

Summary of Major and Essential Functions: This position provides direct Case Management services to disaster survivors and their families through advocacy, information and referral, crisis intervention services, and recovery services. The case manager must be highly organized, empathetic, compassionate, nonjudgmental, and eager to help families, children, individual, and the elderly and vulnerable adults. Responsible for a 35:1 ratio.

Responsibilities:

- Conduct needs assessments and evaluate the long-term recovery, and help address and identified disaster related unmet needs.
- Ensures completion of case files and present case files to Case Management Supervisor for review.
- Conduct home visits as necessary, and develop a relationship with client/families and provide the best advocacy and directions to ensure self-sufficiency.
- Ensures all client data is current in web-based management system, and hard files.
- Provide support and resource for clients; good working relationship with support networks, and community resources.
- Identifying crises and refer children and vulnerable adults for care and/or additional assistance.
- Assisting with the evaluation of programs, services, and resources for quality of client needs.
- Work with the case management team to determine the best course of action when assisting clients.
- Assist with the development of programs and services to benefit clients in affected communities.
- Advocating and raising awareness on behalf of clients and the needs of communities and local services.

Qualifications:

- Bachelor's degree in case management, social work, psychology, or related fields
- Two year experience or more of case management or related field
- Good writing and verbal communication skills (bilingual, Spanish & English preferred)
- Excellent interpersonal skills with colleagues, community leaders, and others
- Excellent time management skills, organized and able to prioritize
- Motivates to take on additional cases without compromising or neglecting cases
- Comfortable in a fast-paced environment with multiple cases
- Able to organize and manage large amount of files, schedules, dates, and information
- Self-directed and able to work with limited supervision
- Comfortable with building relationships and dedicated to helping others
- Proficient computer skills, including Microsoft Office (Word, PowerPoint, Excel, and Outlook)
- Valid driver's license with an acceptable driving record

Physical Demands:

The job includes sitting, walking, and standing; use of hands for writing and typing, adequate vision and hearing; and the ability to sit for long periods of time. Requires occasional lifting, carrying, up to 30 lbs. Work involves occasional exposure to unusual elements and weather.

Salary is commensurate with education and experience.

Applicants must meet Catholic Charities requirements: criminal background check, drug screening and complete Diocesan certification in Creating and Maintaining a Safe Environment.

Closing Date: Until Filled

All interested applicants may download and submit an employment application and resume to:

Catholic Charities of Corpus Christi, Inc.
615 Oliver Ct. Corpus Christi, Texas 78408
For additional information email ddean@diocesecc.org