

## **Resource Coordinator, Disaster Case Management**

**Job Title:** Resource Coordinator, Disaster Case Management

**Reports to:** Supervisor of Disaster Case Management

**Employment Status:** Full-Time, Exempt [End August 24, 2019]

**Summary:** Responsible for (1) obtaining information about services and goods that may be provided by local non-profits, government agencies, foundations, etc. that may be needed to assist clients back to pre-disaster self-sufficiency; responsible to maintain service lists as needed specific to counties of jurisdiction that case managers can refer clients to for assistance and coordinate with local partners as needed

### **Essential Duties and Responsibilities:**

- Conduct outreach in the community, bring public awareness about disaster case management services; connect with local agencies to identify all resources available in the community.
- Participate in local meetings and events; build relationships between community members, local officials, and local organizations as needed.
- Completes and update database of all community agencies and local resources available for disaster survivors, and assist clients in their road back to pre-disaster self-sufficiency.
- Serves as community liaison between Catholic Charities and local entities who desire to provide services to disaster survivors.
- Complete reporting as required to ensure compliance with reporting guidelines, as well as, monitoring efficacy of referrals.
- Liaises with Construction Cost Analyst, refer subcontractors to the appropriate channels, coordinate technical support with database issues, including telecommunications and software problems, and ensure that they are resolved timely.
- Responsible for database maintenance and development, including researching, updating and maintaining the Outcomes database files to ensure integrity and reliability of information.
- Provide guidance and support to the Data Entry Specialist.
- Other duties as assigned.

### **Qualifications:**

- High School diploma or GED, Associated Degree preferred.
- Previous experience in nonprofit social services and/or case management extremely helpful.
- Good writing and verbal communication skills (Spanish preferred, not required).
- Excellent interpersonal, organizational, and managerial skills.
- Highly motivated self-starter with ability to produce results without extensive supervision.
- Ability to prioritize and handle multiple complex tasks.
- Ability to convene and lead meetings.
- Existing knowledge of community-based agencies servicing disaster survivors highly preferred.
- Existing knowledge and understanding of Disaster Case Management requirements and case planning.
- Proficient with Microsoft Office Suite, i.e. Excel, Word, PowerPoint, PDF, and Outlook.

**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. Driving referred to counties of jurisdiction.

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: Valid driver's license with an acceptable driving record, 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](mailto:ddean@diocesecc.org)