



JOB DESCRIPTION

POSTED: July 1, 2022

JOB TITLE: CASE MANAGER

REPORTS TO: CINDYE RICHBURG COTTON, EXECUTIVE DIRECTOR

LOCATION: COLUMBIA, SC

FLSA STATUS: NON-EXEMPT/GRANT FUNDED POSTITION
CONTINGENT UPON AVAILABLE FUNDING EACH
YEAR

SALARY: \$35,000 ANNUALLY PLUS HEALTH BENEFITS

JOB SUMMARY:

Provides crisis intervention and case management services for clients. Plans, develops and assists with the day-to-day operations of the social services office. Guides and assists clients in developing measurable goals and objectives to increase financial and housing stability. Identifies and advocates with community resources to assist clients in accessing necessary and helpful resources. Ensures compliance with grants and other policies and procedures.

ESSENTIAL FUNCTIONS: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Provides crisis intervention service to clients as needed; conducts comprehensive assessments with clients to client needs and program eligibility. Develops a service plan to address issues identified in the assessment.

Guides and assists clients in developing concrete, measurable goals, and objectives necessary for successful completion of their service plan.

Communicates with the Lexington School District to identify and work with families in need. Follow-up with school social workers, counselors, and other staff at the schools to ensure needs are met in a timely manner.

Advertises and recruits' clients for available housing, employment, and other essential resources.

Determines appropriate types of assistance and identifies community resources that will assist clients.

Evaluates and measures clients progress toward their successful completion of the goals and objectives.

Maintains all required documentation to meet Brookland-Lakeview Empowerment Center, The Brookland Campus, federal, state, county and funding sources guidelines.

Adheres to the strictest professional confidentiality standards regarding clients and client information; abides by The Brookland Campus and the grantor's policies and procedures.

Exercises good judgement and appropriate problem-solving techniques relating to concerns and disputes which may arise concerning clients.

Cooperates with the Executive Director and other case managers in all matters pertaining to services of clients; participates in supervision meetings to discuss cases with Executive Director.

Maintains conservation of all Brookland-Lakeview Empowerment Center and Brookland Campus resources.

Assists the Executive Director in the preparation of all statistical and progress reports presented to the Commanding Officer, advisory organizations, annual reports, United Way grants, HUD grants and contract agencies, and other grantor agencies.

Maintains up-to-date knowledge of all program changes and requirements per BLEC and Brookland Campus policies.

OTHER RESPONSIBILITIES:

Assists with community services as needed.

Assists in performing social service work for special or seasonal projects.

Performs other related work as required.

MATERIALS AND EQUIPMENT:

Computer
Calculator

Typewriter
Facsimile Machine

Photocopy Machine

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND EXPERIENCE:

An associate degree or two years of higher education from an accredited college or university in Social Work, Behavioral Science, or a related field,

or

any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

LICENSES AND CERTIFICATIONS:

Current Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of social service case management.

Knowledge of social service resources and agencies in the community.

Knowledge of effective communication and motivation practices.
Ability to develop program plans and goals based on client's needs.

Ability to evaluate the client's progress toward program goals.

Ability to work with the public encompassing all types of behaviors.

Ability to interview clients and to obtain pertinent information.

Ability to prepare and maintain accurate and complete case notes and client records.

Ability to plan, organize, and prioritize work in order to accomplish work in compliance with quality standards and deadlines.

Ability to build and maintain effective and professional working relationships with clients and community agencies.

MENTAL AND PHYSICAL ABILITIES:

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language.

Ability to communicate clearly and effectively both orally and in writing.

Ability to think clearly and quickly in order to maintain control of client caseload.

Ability to work on multiple cases effectively and efficiently at the same time without becoming frustrated or disorganized.

Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) 5-10% of work time.

Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.

WORKING CONDITIONS:

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

STATEMENT OF PURPOSE:

*The purpose of a **job description** is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.*

How to Apply for this Position:

To Apply for this position, please contact Dr. Cindy Richburg Cotton, Executive Director of the Brookland-Lakeview Empowerment Center via email at crichburgcotton@brookland.cc to request an application for employment and receive additional information. You may also contact Dr. Cotton by phone at (803) 747-3519 regarding any questions you may have about the case manager position.