



COMMUNITY ACTION OF LARAMIE COUNTY JOB DESCRIPTION

Job Title:	ERAP CASE MANAGER JOB DESCRIPTION
Reports To:	Self-Sufficiency/ Kinship Support Services Program Director
ID:	
Type of Position:	Hours <u>40</u> /week Full-time/Contract

GENERAL DESCRIPTION

The Emergency Rental Assistance Program (ERAP) Case Manager reports directly to the Self-Sufficiency/Kinship Support Services Program Director. The ERAP Case Manager is responsible for activities designed to provide strength-based case management for low-income individuals and families for the purpose of removing barriers to achieving self-sufficiency.

JOB RESPONSIBILITIES

The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the duties of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

Intervention & Support Services

- In-person and over-the phone assistance at a physical location in the Grantee’s service area.
- In-person and over-the phone assistance to clients who do not have access to the internet or a computer.
- In-person and over-the phone assistance to clients with unresponsive landlords.
- Maintain accurate, complete, up-to-date documentation of client service activities. Submit paperwork in a timely manner per DFS contract.
- Provides monthly reports to the ERAP Project Manager using the reporting template provided by DFS. Reports shall be submitted via email no later than the tenth day of each month. DFS anticipates reporting via an Excel spreadsheet including, but not limited to, the following data elements: monthly expenditures, a list of community-based organizations, the number of clients served, and the number of hours of service provided in the previous month.
- Maintain current case notes and goal plans for each client and make regular entries regarding client’s actions towards achieving goals.
- Keep complete and orderly files for efficient retrieval of information and ensure confidentiality of client information.

Community Involvement & Advocacy

- Network within the community and social services system to ensure access to available resources for clients.
- Work to establish partnerships and engage other agencies in referring eligible clients.

Meetings/Office Support

- Staff the front office at regularly scheduled hours or as directed.
- Attend and actively participate in all assigned meetings.
- Keep supervisor apprised of accomplishments, problems, questions, and activities associated with assigned duties through regular review meetings.
- Represents the agency at professional and community meetings, as requested.
- Monthly calls with the state to exchange information on observed levels of need, obstacles to assistance, and general performance of the ERAP.
- Training on ERAP eligibility, the application system, and the call center, to be provided by the State. The purpose of this training is to familiarize community-based organization with the application process to better assist clients as they navigate the process.

Professional Development

- Attend workshops and conferences as approved and required.
- Pursue continuing education in courses of study related to required duties and agency objectives.
- Stay abreast of current issues and information as disseminated through periodicals, newspapers, televised reports, literature released from other agencies, etc.

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EDUCATION & EXPERIENCE

- High School Diploma or Equivalent.
- Bachelor's degree in Human Services, Social Work or the equivalent combination of education and experience preferred.

KNOWLEDGE & SKILLS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities may occasionally require availability for "on-call" duties.
- Knowledge of social and economic issues surrounding poverty. Knowledge of community resources and agencies providing services needed by the homeless population.
- Ability to be culturally sensitive to diverse client populations.
- Ability to apply required knowledge and work in partnership with clients to address their needs, and to develop effective solutions, plan and coordinate delivery of services.
- Ability to empower and support clients in life choices and change.
- Ability to provide leadership, facilitate group processes, and work cooperatively with staff and volunteers.
- Ability to develop and maintain productive working relationships within Community Action, with public and private agencies, the general public and clients.
- Ability to understand and follow complex written and oral instructions, rules and procedure; to work independently and to be a vital and contributing part of a team.
- Ability to prepare and maintain clear, accurate, complete and timeless records and reports.
- Ability to establish boundaries which ensure professionalism and ethical interactions, and ability to adhere to established policies and procedures.
- Must possess general computer and word processing skills and be willing to learn other skills as required for specialized software.
- Must be able to work flexible hours, to include some evenings and/or weekends.
- Must be able to perform assigned duties under minimum supervision.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from staff, clients, the Board of Directors, and the general public.
- Bilingual skill with English/Spanish speaking and writing is a plus.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Must be able to provide proof of work eligibility. Must possess a valid driver's license and have access to a personal vehicle with required liability insurance for use in business related travel.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

Reasonable accommodations can be made for persons with disabilities.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit for periods of up to two hours; use hands to finger, handle or feel; is frequently required to reach with hands and arms; and is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 25 pounds.
- Must possess the visual acuity to focus up close and routinely work with computers.
- Must be able to hear and process ordinary conversation and telephone conversation.
- Must be able to tolerate air-conditioned buildings and fluorescent lights.
- Must be willing to submit to yearly TB testing or provide documentation of medical exemption.
- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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OTHER REQUIREMENTS	
<ul style="list-style-type: none"> • Requires Frequent Local Travel and Occasional Out-of-Town Travel. • Bi-lingual skills with English/Spanish speaking ability a plus. • Must be Skilled in Oral and Written Communication. • Must be Able and Willing to Work with People from Diverse Backgrounds. • Bondable for Financial Transactions. • Professional Demeanor/Positive Attitude. • Professional Appearance and Hygiene. • Must be Dependable and have strong interpersonal skills. • Attendance/Punctuality: Consistently at work and on time, ensures responsibilities are covered when absent. • Ability to perform duties with minimal supervision. • Ability to apply common sense understanding to carry out instructions furnished in written and oral form; deal with problems involving several concrete variables in standardized situations. • Must be willing to submit to and pass a background check. • Must submit a clean driving history, possess a valid driver's license, and be insurable through CALC's insurance provider. • Perform other duties as requested by the Self-Sufficiency Program Director. 	
ADMINISTRATIVE APPROVAL	
APPROVED BY	<i>Date</i>
BOARD APPROVAL	
APPROVED BY	<i>Date</i>