



Position Description Case Manager

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials, and with the mission, through Christ, we provide dignified solutions for those experiencing poverty and homelessness

Department: Client Services

Reports to: Senior Programs Manager

Summary: Oversee the case management of clients ensuring that all are treated with respect and dignity and that their needs are handled in a caring and efficient manner.

Essential Duties and Responsibilities:

- Assessing clients' needs holistically through face-to-face interviews
- Determining eligibility for programs
- Providing food, clothing/household good vouchers, case management and financial assistance to clients
- Providing support to clients
- Preparing and reviewing clients' budget
- Ensuring compliance with funders' requirements
- Collecting, maintaining, and scanning all required documentation and ensuring data is complete and accurate
- Maintaining accurate case notes
- Data entry
- Networking and collaborating with community churches and social service agencies
- Representing The Sharing Center at community meetings and events
- Communicating openly with staff and volunteers
- Providing referrals to TSC programs and outside agencies
- Performing other duties as requested or required

Time Requirements:

Monday - Friday 8:30 a.m. to 5:00 p.m. (The Case Manager is a full-time position and requires some evenings and weekends).

Qualifications:

- A heart for ministry through The Sharing Center
- Strong knowledge and experience working with client financials
- Ability to work with minimal supervision
- Excellent organizational skills
- Excellent verbal, non-verbal, and written communication skills
- Compassion, initiative, and good judgment

- Listening skills
- Interviewing skills
- Knowledge of community social service programs
- Problem-solving skills
- Ability to work as a team
- Computer literacy and working experience of Outlook, MACLINK, ClientTrack or other client database experience strongly preferred
- Minimum of a bachelor's degree in Social Work or related field, or equivalent experience
- Bilingual Spanish/English speaking and writing skills is a plus
- **Education:** Bachelor's (Preferred)
- **Experience:** Case management: 2 years (Preferred)

Work Environment:

The Sharing Center is located on a large campus with multiple retail programs and operations. Some walking is required in between departments. Some standing is required but most of the time will be in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel as classified.

Equal Employment Opportunity:

It is the policy of The Sharing Center to provide equal employment opportunities to all employees, applicants, and clients. The Sharing Center does not unlawfully discriminate on the basis of race, religion, color, creed, ancestry, national origin, citizenship, age, gender, marital status, parental status, sexual orientation, membership to any labor organization, political ideology/affiliation, disability of an otherwise qualified individual, or any other legally protected basis, to the fullest extent provided by federal, state, and/or local law.

We conduct background checks as part of our hiring process.

Job Type: Full-time (Non-Exempt)

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Salary Range: \$35,000 to \$38,000 annually pending experience

All qualified applicants should submit a cover letter and resume to Renee Finegan at renee.finegan@thesharingcenter.org.