

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: E/BFSC 2-2012 POSITION: **CASE MANAGER (3 Position Vacancies)**

OPENING DATE: 01/27/2012 CLOSING DATE: 02/10/12 OPEN UNTIL FILLED: _____

SALARY: **Commensurate with Experience** FLSA STATUS: **NON-EXEMPT**

EMPLOYMENT STATUS: **Full-time** Temporary **Part-time**

EMPLOYMENT PREFERENCE: To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application. Preference **will not** be granted unless the evidence is made at the time of application. Additional consideration will be given to qualified candidates who are bilingual in Spanish and residents in the E/BFSC target area.

MISSION: To Strengthen Families and Build Vibrant Communities in Washington, DC.

E/BFSC provides family-centered work readiness and placement services to Temporary Assistance for Needy Families (TANF) customers, under an agreement with the District of Columbia Government.

BRIEF DESCRIPTION OF DUTIES:

Under direct supervision of the TANF Employment Program Manager, Case Managers are responsible for coordinating all E/BFSC provided services and ensuring that customers are making meaningful progress towards enhancing their education/skills, preparing for, finding and retaining employment. Case Managers will introduce customers to E/BFSC's processes, review the Department of Human Services administered assessments, administer E/BFSC assessments, develop and amend IRPs, assist customers with overcoming barriers to program engagement and participation, and help customers retain employment. Case Managers will develop working relationships of trust with assigned TANF customers and will monitor engagement and progress for as long as the customers are in E/BFSC's PIT. Case Managers will coordinate multiple activities outlined in IRPs, support customers in all aspects of program enrollment, will liaise with other staff to actively monitor customer engagement and progress, helping customers to report their work participation.

QUALIFICATIONS REQUIRED:

- A minimum of a Bachelor's Degree (preferably in such fields as social work, social services, counseling or psychology) from an accredited U.S. college or University; or
- A minimum of five years of experience providing case management services to populations similar to the District's TANF customers

SKILLS and COMPETENCIES REQUIRED:

- Ability to develop, evaluate and implement a case management or family development plans
- Understanding of strength-based practice
- Knowledge of community resources and services
- Effective verbal and written communication skills
- Strong organizational and time management skills; attention to detail a must
- Demonstrated computer literacy and highly proficient at using Microsoft Office
- Knowledge of TANF customers and the challenges they typically face
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the needs of families and communities
- Ability to work well in a fast-paced professional environment

Candidates must have a valid driver's license, copy of driving record and proof of valid auto insurance. Must obtain a FBI, Police and Child Abuse Registry Clearance; be available during evenings and weekends, and must provide health certification and proof of TB screening test.

HOW TO APPLY

Candidates must submit resumes to Human Resources at resume@ebfsc.org or fax via 202-832-9401