



POSITION DESCRIPTION

Job Posted 1.23.2019

PART-TIME CASE MANAGER

Interfaith Community Services (ICS) is a 34-year-old non-profit 501(c)(3) organization that provides services for seniors, adults with disabilities, and individuals facing financial crises in the greater Tucson community. The mission of ICS is to help people in need achieve stable, healthy and independent lives. Essential safety-net services include emergency assistance for rent, utilities; emergency food boxes and supplies for low-income families and individuals; a resource center for employment assistance, financial literacy, and job coaching; and transportation and caregiving services for seniors. ICS is supported by 850 volunteers, 107 faith communities, and many community partners.

Description

The primary purpose of this position is to provide case management, financial assistance to promote client self-sufficiency, administrative support, and community resource referrals to clients seeking to improve their economic situation through education and removing barrier to employment. This position will support ICS's Self-Sufficiency Programs focusing on a partnership with Pima County and Pima Community College for the federally funded Health Professions Opportunities Grant (HPOG). This position will be based primarily out of our south side office yet will require travel to all ICS locations in the Tucson metro area and at times, Pima County One Stop Centers to meet with clients.

Duties and Responsibilities:

- Schedules and conducts phone and in-person interviews to determine eligibility for assistance
- Provides personalized case management and regular follow up on case plan objectives
- Processes and records check requests for stabilizing housing or other emergency needs
- Maintains confidential client files and accurate documentation of services rendered
- Responsible for entry of client information and services rendered into ICS's Efforts to Outcomes Database and all applicable databases used by Pima County funding sources
- Prepares monthly and quarterly activity reports and ensures timeliness of billing processes
- Participates in meetings and trainings as required by ICS or other funders

Minimum Knowledge and Skills Required by the Job:

Bachelor's degree in social service area or a minimum of three years' experience in case management or related fields. A combination of training, education, or experience may meet this requirement. Must be able to relate to and work with a wide range of community and government organizations; have strong communication skills, attention to detail and flexibility to contribute to a team environment; and have good computer skills including experience with Microsoft Office applications. Ability to learn and operate new database systems in coordination with other community agencies. Able to work independently to maintain required number of appointments and must possess exceptional organization and time management skills. Must have a reliable vehicle with proper state registration and insurance. Must be able to qualify for a fingerprint clearance card. Bilingual (Spanish) preferred.

Reports to: Homeless Prevention Coordinator

Schedule: Flexible 25 hours per week

FLSA exemption status: Non-Exempt

Compensation: Depending on qualifications and experience. Benefits provided include a Simple IRA, generous Paid Time Off, and paid holidays.

Send resume, salary requirements, and three professional references to: recruiting@icstucson.org by the application closing date of **February 1, 2019**.