

Job Posting—Service Coordinator CSBG

Reports to: Bellevue Outreach Manager

Responsible for: Daily provision of services and programs in Bellevue CSBG service area, including:

- Administering the Community Service Block Grant Intensive Case Management (funded by the Allegheny County Dept. of Human Services)
- Food and Emergency Assistance as needed

Duties include:

- Screening callers and walk-ins for their appropriateness/eligibility for NHCO services and Intensive Case Management program
- Helping individuals develop plans to 1) alleviate their immediate/crisis concerns; and 2) attain long-term economic self-sufficiency
- Regularly contacting and following-up with persons in need, to ensure progress toward self-sufficiency
- Referring persons to other community resources/organizations, and follow-up to assure that persons in hardship and crisis receive needed services for which they are eligible and advocating on behalf of clients
- Assisting CSBG clients with LIHEAP, Dollar Energy & Department of Public Assistance applications
- Maintaining accurate progress notes and data entry, including CSBG-specific, web-based application
- Other duties as assigned

Hours: FT, non-exempt, 40 hours per week
9:00 am to 4:00 pm, Monday through Friday (office hours)
Evenings and weekends as needed to perform assigned duties

Education: Bachelor's degree in a helping profession required, Masters of Social Work preferred

Experience: Two years of related case management experience required. Proficiency in Microsoft Office (Word, Excel, Access) and accuracy with data entry required.

Requires:

- Capable of managing multiple tasks with deadlines with ease and professionalism
- English speaking with ability to communicate clearly and concisely, verbally and in writing
- Normal range of hearing and eyesight to record, prepare and communicate information
- Eye-hand coordination and ability to operate computer keyboard, printer, copier and other office equipment
- Must pass Act 33/34 clearances

Interested individuals should email a cover letter and resume to:

Nancy Jones nljones@nhco.org

Position will remain open until the right candidate is identified.

This opening was posted on July 10, 2017.

North Hills Community Outreach is an Equal Opportunity Employer