

# Job Posting

**Job Title:** Facilitator/Case Worker

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

## **JOB SUMMARY;**

The goal of this program is to assist families in acquiring and maintaining safe, affordable, and accessible housing. This will be done with funding from grants, including Tenant Based Rental Assistance (NYS), Healthy Homes Production (HUD), and Community Services Block Grant (CSBG).

The Facilitator will provide direct service (casework) to eligible consumers in order to stabilize essential needs including shelter or permanent housing, utilities, transportation, job development services, and information and or referral to additional services available internally and externally.

The Facilitator will guide goal setting activities to ensure consumers have the needed services to achieve a healthy independence within the community and progress towards self-sufficiency.

The Facilitator will account for outcomes with consumers by keeping accurate records and by implementing the policies and procedures of the agency and grantors.

## **JOB DUTIES:**

- Meet with individuals and families in an office location or alternate location convenient to the consumer.
- Conduct an intake to establish eligibility for the program and facilitate the consumer's identification of needs.
- Distribute financial and in-kind resources to individuals and families based on agency protocols and eligibility criteria.
- Meet performance targets as set by grantors and the agency in the delivery of services to eligible consumers and/or the low-income community of Madison County.
- Keep accurate records, comprehensive case notes, and demographic information as required by grantors and the agency.
- Provide resources and referrals if needed for other services.
- Other duties as assigned.

## **QUALIFICATION STANDARDS:**

- Associates Degree in Human Services or related degree and at least two years' experience working in human services preferred; or
- A Bachelor's Degree in Human Services or related field with one year of human service experience; or
- In lieu of a college degree, at least five years of experience working in human services or related field.

- Must possess strong oral and written communication skills, the ability to work independently and as a team member, ability to keep information confidential, and the ability to establish healthy client/worker boundaries.
- Proficient in use of computer and Microsoft applications (particularly Word); experience with automated data bases preferred.
- Valid driver's license and own transportation.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AE.