

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
Special Services Case Manager	\$11.08/hr	10-17-2014

WEBER COUNTY HOUSING AUTHORITY Full-Time with Benefits

JOB SUMMARY Under the close supervision of an Executive Director, performs para-professional work. This may include working with homeless individuals and households as well as the Weber Housing Authority staff.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Will facilitate primary health services, job training and educational services for the homeless.

Plan how the PATH (People Assisting The Homeless) client will access housing; technical assistance in applying for housing assistance; coordination of supportive services to help ensure the PATH client maintains housing; the costs associate with matching eligible homeless individuals with available housing. Identifies and implements outreach strategies to identify PATH eligible clients, engage and enroll them in services and transition them to mainstream services. Services shall be provided at jail, shelter, meal sites, hospitality centers and the streets. Performs as a social services liaison, assists intake and casework interviews and maintains records under close supervision of a superior. Assists with information gathering; reviews paperwork; assesses needs and makes recommendations to superiors; monitors and evaluates programs/individuals and reports to superiors. Performs related duties as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent AND Five years of experience in mental health, social work or a related field to include training to perform PATH duties OR Any equivalent combination of education and experience.

Some knowledge of community resources and agencies available to assist the homeless; some knowledge of treatment modalities and effective interviewing techniques; some knowledge of community resources; some knowledge of program operations and monitoring standards; some knowledge of public health programs including prenatal care, family planning and child health; some knowledge of community health resources and services; knowledge of basic instruction techniques; some knowledge of the methods and techniques of effective report writing.

Ability to ensure all staff exhibit competence and sensitivity in providing treatment to persons of diverse cultural backgrounds and be responsive to the needs of minority individuals; Ability to interview clients or program participants and obtain relevant information; ability to deal effectively with individuals of various social, economic, age, and ethnic backgrounds; ability to establish and maintain effective working relationships with the public, fellow employees, and individual clients; ability to communicate effectively, both verbally and in writing; ability to follow written and verbal instructions.

SPECIAL QUALIFICATIONS: Must have or be able to obtain a valid Utah Drivers License and have a good driving record. **Will be required to perform PATH duties as assigned and receive case management certification.**

TOOLS AND EQUIPMENT USED Computer including word processing software; copy machine; fax machine and telephone.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES ON October 31, 2014

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED