

**Catholic Charities**  
Diocese of St. Petersburg, Inc.

**Employment Opportunity Posting**

**Date:** 07-07-2023

**Position Title:** Case Manager

**Supervisor:** Program Director

**Program:** Tampa Hope

**Location:** Tampa, FL

**Work Schedule:** Mon-Fri 8am to 5pm

**Job Classification:** Full-Time Nonexempt

**Pay Rate:** \$19.00 per hour

**Starting Date:** ASAP

**Description:** The Pinellas Hope Case Manager shall provide direct services to enable the homeless clients at Pinellas Hope to be successfully reinserted into society, make initial needs assessment to establish goals and a developmental plan with each client to follow. The Pinellas Hope Case Manager will provide social services and assistance to improve the social functioning of the program clients and to maximize their well-being. The overall objective of the program is to assist the homeless clients in accessing services, employment opportunities and become economically self-sufficient, as soon as possible, after their arrival into the site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Commitment to work with the Homeless population.
- Provide all services related to the intake activities.
- Interview clients individually, assessing their situations, capabilities, obstacles, and barriers, to determine what services are required to meet their needs or goals.
- Assess, develop, and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided .
- Thorough knowledge of community services, target population and ability to network with community providers regarding program services and referrals of clients.
- Refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.
- Counsel clients regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care.

- Collect supplementary information needed to assist client.
- Assist clients with transition into Pinellas Hope II-V, preparing a budget with them, monitoring cleanliness and appropriateness for PH II-V, addressing self-assessment need areas, and act as CM support as needed to assist client in maintaining stability while promoting self-sufficiency.
- Complete follow-ups of all successful and neutral placements as required by Agency and Funders.
- Collaborate with all external and internal stakeholders.
- Achieve individual productivity requirements, contribute appropriately to group productivity objectives and use independent judgment.
- Complete and update case records for each client in accordance with agency Guidelines.
- Motivate homeless clients to achieve economic self-sufficiency soon after arrival.
- Represent the program in appropriate meetings; public forums, partner agency meetings, workshops, etc.
- Responsible for reports as required by the Agency and funder in a timely and thorough manner.
- Perform other duties as assigned by the Supervisor.

#### **Other Responsibilities:**

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

#### **Required Knowledge, Skills and Abilities:**

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

**Education & Experience:**

- BSW degree or degree related to social service and 3 years' experience as a Case Manager.

**Benefits:**

- Basic Major Medical, Dental and Vision for Employee. Additional coverage available. Employee Medical Premium 100% paid by company.
- Basic Life Insurance
- Basic Accidental Death and Dismemberment
- Short-term Disability Plan
- Long-term Disability Plan
- Personal Time Off for vacation, illness or personal business (PTO)
- Paid Holidays (10)
- Agency Pension Plan
- Employee Assistance Program (EAP)
- Supplemental Life Insurance (Optional Benefit)
- 401K (Optional Benefit, this is a voluntary self-contributory plan)
- Health Care Flexible Spending Account (Optional Benefit)
- Dependent Care Reimbursement Account (Optional Benefit)
- Additional Benefits through AllState (Self Contributory Optional)
- Cancer Policy
- Group Critical Illness,
- Accident Insurance Hospital Confinement
- Direct Deposit
- Staff Training
- Tax Deferred Payroll Options available

**Apply to:** [cmartinez@ccdosp.org](mailto:cmartinez@ccdosp.org)

**To be considered for this position, applications must be received by **11/28/2019****

*It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.*

*Catholic Charities participates in the US E-Verify program.*