

CERA Case Manager

Current employee: new position

Reports to: Deputy Director, Executive Director

Effective date: 11/16/2021

Position end date: June 30, 2023

Position type: Temporary

Salary: \$20 per hour

Hours: Work 15-18 hours per week

Benefits: Non-benefited

THE CERA CASE MANAGER IS A TEMPORARY POSITION. THE GRANT RUNS UNTIL JUNE 30, 2023. POSITION TERM MAY EXTEND ONLY WITH FURTHER FUNDING AND PROGRAMS.

Primary purpose:

The purpose of CERA Case Manager is to perform a broad range of management, intervention, coordination, assessment, referral, and processing paperwork. This position will be responsible for compliance and program development.

Essential Functions:

- Performs requests for program payment per state procedure.
- Enroll clients in CERA state system, collect documents, interview clients, and track materials needed.
- Develops and manages relationships with community organizations and other service providers, coordinate services with staff in all programs and with other service providers.
- Participates in staff and program team meetings.
- Maintains knowledge and understanding of current developments and issues in homelessness, mental health, and housing resources.
- Establishes communication with landlords, community organizations, and other resources to effectively carry-out grant initiatives.
- Ensure complete and accurate grant enrollments.
- Other duties as assigned by the Executive Director and/or Deputy Director.

Education:

Position requires office related experience, valid North Dakota driver's license, current vehicle insurance and vehicle. 1+ years' experience in social work preferred.

Skills:

Position requires PC computer skills, Microsoft Office and Windows or compatible software, Internet software, accounting, faxing, organization, customer service, understanding of assistance programs. Grants Manager must be highly organized, able to work independently, and understand government regulations. Manager must have superior communication skills. Sound interpersonal and problem-solving skills required. Grants Manager must have personal vehicle and clean driving record and be able to travel within the state.