



Support Services Case Manager (4) Positions

Grant Title: Project S.O.A.R. (Success in Occupational Achievement and Retention)

These are **grant funded positions** by the Bureau of Economic Self-Sufficiency (formerly DEO) through the Community Services Block Grant (CSBG) and **will end on August 31, 2020.**

Salary: \$17.31 per hour **FLSA Classification: non-exempt** **Benefits Eligible**
40 hours per week / 52 weeks per year **Open: April 6, 2017** **Closed: When Filled**

OVERVIEW OF GRANT: Project S.O.A.R. is a partnership between CareerSource Escarosa (CSE) and the Community Action Program Committee, Inc. (CAPC). While, the project partners have existing MOUs for coordination of service delivery, Project S.O.A.R. creates deeper coordination of services and shared case management through technology applications and cross-training of staff. By wrapping the services to the unique needs of each client, and by creating new mobile access points, Project S.O.A.R. is an agile service delivery model for highly effective case management.

POSITION SUMMARY: The Support Services Case Managers will report directly to the Director of Economic and Social Services Director. The Support Services Case Manager works with the participant to identify, and remove barriers to employment and self-sufficiency by coordinating integrated services with appropriate community partners. They maintain frequent and sustained communication with the participant and service providers, to ensure that services are provided in a timely fashion.

Additionally, all CAPC employees, vendors, contractors, and volunteers are responsible for child safety and active supervision of children.

Education / Experience: A Bachelor's Degree in Social Work, Human Services or Psychology is required. Four years of experience in social services or related field; computer skills; year for year experience may be substituted for the required education. Must be a self-starter, needing limited supervision, and have the ability to start and follow through on projects to completion.

Other Requirements: Applicants must have a current Florida Driver's license, reliable transportation, satisfactory criminal records check for abuse and neglect, negative TB skin test, drug testing as required and state required minimum vehicle insurance and uninsured motorist insurance. Must be knowledgeable and proficient in using MS Office applications. Applicants must meet all Department of Children and Families requirements for employment.

PHSICAL DEMANDS: This position requires the employee to be in a seated position and actively working on a computer keyboard for long periods. Frequent communication contact with clients and customers. This position may be required to stand for long periods of time while completing observations in the classroom and on the playground. Moderate to vigorous physical activity is required when working in and among staff at center sites.

If interested in applying, please complete the attached employment application and return to Human Resources by the closing date. For more information, contact David Powell, HR Director, 850-438-4021 or email d.powell@capc-pensacola.org.

The Community Action Program Committee is an EOE and participates in E-Verify.