



<https://caagkc.org/job/1816/>

CASE MANAGER – HEALTHY HOMES

Description

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

Program Description: The Case Manager works with individuals and/or families to alleviate housing-related health, safety hazards and deficiencies that cause multiple childhood diseases and injuries in the home. Will act as advocate for individuals and families as necessary and serve as liaison between USCAA and community partners.

Responsibilities

1. Conducts home visits to assess family living environment and gather environmental samples and measurements
2. Obtain medical history and housing status through health questionnaires and walk through visual assessment of facilities
3. Perform community outreach and education
4. Communicate with clients on a routine/scheduled basis
5. Document all interactions into database and assign tier to home base findings
6. Interact with community resources on behalf of clients
7. Assist in developing environmental reports
8. Keep inventory of healthy homes supplies and materials
9. Connect families with needed community resources, follow-up with families and agencies to document the use and success of referrals
10. Develop case plan for participants including goals, strengths, priorities and plan of action
11. Ability to work with families with multiple and serious problems
12. Ability to be non-judgmental and objective in working with clients
13. Ability to work effectively in high stress situations
14. Good organizational skills
15. Fulfill mandatory education requirements for obtaining and maintaining all credentials
16. Ability to work independently and adhere to deadlines
17. Adjust to frequent change in duties and procedures
18. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
19. Inform participants of other CAAGKC programs and services they may qualify for
20. Any other duties as assigned

Qualifications

Minimum requirements:

1. Bachelor degree in Social Work, Human Services, or a related field or Five (5) year experience providing housing, environmental health or public health

Employment Type

Full-Time

Exempt Status: Non-Exempt

Department: Supportive Services

Duration of employment

Permanent

Industry

Non-Profit

Job Location

Kansas City, Missouri

Date posted

November 30, 2018

2. Public speaking experience
3. Ability to read, comprehend, and follow training manual guidelines and procedures
4. Excellent listening and assessment skills
5. Experience with email, facsimile machine, scanner and copier
6. Proficient in alpha-numeric filing, Microsoft Office products: word, excel, and outlook and ability to learn State agency database
7. Reliable transportation, valid driver license and maintain active car insurance

Preferred requirements:

1. Health Education Specialist or Health Home Specialist Credential
2. Problem solving skills

Physical Demands:

Sitting 60% Standing 20%

Bending 10% Lifting 10% ability to lift at least 25 lbs. or less