

Emergency Shelter Case Manager

Qualified applicant will be assigned to assist homeless individuals and families in obtaining emergency shelter in a warm and safe motel room. Applicant will then be responsible to assess and case manage these individuals and families in obtaining sustainable housing and basic life skills. Case management services will include but not be limited to: assisting individuals with housing searches, completing applications, assessing their needs, linking them to all community resources, developing a sustainability plan and providing referrals. This position requires an applicant to work well with a variety of individuals while dealing with challenging barriers.

Applicant will need to provide leadership, develop new and maintain existing partnerships, and perform a variety of administrative, complex clerical duties as needed. These duties may include, but are not limited to, approving eligibility of client intake applications, data entry, maintaining client files, monthly reports, presenting financial information, and assisting clients one-on-one. Must have good organizational skills, pay attention to detail, basic computer skills, and the ability to communicate effectively with customers and partners both verbally as well as in writing. Also, must be willing to travel in company vehicle throughout the Uintah Basin in order to provide services.

Minimum Qualifications:

1. Education and Experience:
 - a. High School Diploma, Technical Certificate and 2 years of experience, or H.S. Diploma and 5 years of experience.

2. Knowledge and Skills:
 - a. Advanced knowledge of general office practices, procedures, and office management.
 - b. Reasonable knowledge of public and government organizational structure and operation.
 - c. Knowledge of computer word processor, excel spreadsheets, and data entry.

3. Essential Abilities:
 - a. Extensive proficiency in English composition, writing, spelling, bookkeeping, word processing, typing, and operation of office equipment.
 - b. Work independently and manage work assignments in a high interpersonal contact environment.
 - c. Maintain confidentiality as needed to assure responsible public and administrative interactions.
 - d. Deal effectively with stress caused by workload and time deadlines.

Valid Driver's License Required. Must be able to pass background check and drug screening.

The Uintah Basin Association of Governments is an Equal Opportunity Employer.

Open Date: 3/19/24

Close Date: Until Filled

Position: Full Time

Benefits: Health, Dental, & Vision. Annual, Sick, & Holiday Leave, and Retirement Benefits