Preferred Communities Case Manager

Location: Catholic Community Services of Utah, 745 E 300 S, SLC UT 84102
Status: Non-Exempt, Full-time, with benefits
Salary: $14.50-15.00/hr DOE

Catholic Community Services of Utah provides help and creates hope for thousands of people of all beliefs who are most in need in our community through Refugee Resettlement, Homeless Services and CCS of Northern Utah programs.

CCS offers an outstanding benefits package including group health insurance, dental, 401a and 403b retirement plans and a generous PTO/holiday schedule.

Job Description:

The purpose of the Preferred Communities program is to supplement the case management and health teams to fill in gaps where regular case management cannot reach to keep clients that need special accommodations from falling through the cracks. This program is divided into Intensive Case Management (ICM) and Family Preservation. Intensive Case Management takes in clients that have special medical needs ranging from severe medical conditions, disabilities, and severe mental health disorders. The main job function of the ICM case managers is to assist clients with their extensive medical follow-up.

Responsibilities include:

1. Follows six steps of Resettlement Case Management for all major responsibilities: Assessment, Planning, Coordination of Services, Follow-up-Monitoring, Case Advocacy, and Record Keeping.
2. Design treatment plan, service integration and agency collaboration to meet the needs of the refugee.
3. Documents happenings of refugees and case coordination, agency interaction and interagency coordination efforts. Maintain Case files in compliance with all state and federal regulations and cooperates to provide reports, documents and other such paperwork.
4. Strict adherence to deadlines.
5. Provide interpretation/translation services as necessary.
6. And other duties as may be assigned.
Skills, knowledge and abilities:

1. Works independently in safe, appropriate manner. Demonstrates problem solving and problem prevention while responding promptly to needs of clients and co-workers and performs work assignments efficiently. Maintains confidentiality regarding clients.

2. Able to be sensitive to the needs of clients, client’s families, visitors, co-workers, volunteers and other persons the employee may interact and in helping clients assess and face their situations and accept assistance.

3. Proficiency in English oral and written communication.

4. Proficiency in computer skills to maintain case files, complete documentation, scheduling and e-mail in Outlook. Availability of an automobile with proof of current driver’s license and auto insurance. Must meet CCS vehicle safety policy standards.

Education, training and or experience:

1. BA/BS from an accredited institution or equivalent experience. Social work/Public Health degree preferred.

2. CNA or related work experience preferred

3. Supports the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop.

4. Experience with multi-cultural and refugee community.


DISCLAIMER STATEMENT: This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. The employer reserves the right to change or assign other duties to this position.

CCS is an equal opportunity employer.

To apply: Please go the company website: ccsubah.org and apply under the employment tab.

Position closes: Open until filled

Requisition #: 16.5.2