

St. Vincent de Paul Georgia, Inc.

POSITION: Case Worker
REPORTS TO: Council Casework Manager
DEPARTMENT: Vincentian Services
STATUS: Full Time, exempt



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Respecting the dignity of each person, St. Vincent de Paul Georgia (SVDP) brings hope and help to those in need so they may achieve stability and move toward self-sufficiency. The focus is on preventing homelessness, fighting hunger, and improving health. Programs include housing, utility assistance, food recovery and distribution, and prescription fulfillment through an onsite pharmacy. Services are provided through the headquarters' (Council) facility, 73 Conferences (parish-based chapters) and 9 Thrift Stores.

Position Summary

At the direction of and in collaboration with the Council Casework Manager, the Case Worker is responsible for providing case management services to SVDP GA clients seeking direct aid and other assistance. The Case Worker is also responsible for maintaining accurate records of clients served to ensure compliance with grants.

Job Responsibilities:

- Review applications for assistance and determine eligibility in a timely manner.
- Interview, collect documentation, and determine the appropriate assistance to meet the specific client's complex needs.
- Keep impeccable electronic and paper records of assistance given by funding source in coordination with Grants Manager and the Finance Department; assist with the completion of reporting and other funder documentation.
- Develop with participant an Individual Service Plan (ISP) for setting measurable goals and documenting progress toward goals from follow-up calls.
- Conducts all 30, 60, 90 day follow-up calls to participants.
- Provides oversight and direction to volunteer Caseworker as needed
- Represents agency in community and/or interagency activities.
- Refers clients to community resources and other organizations.
- Supports SNAP Manager by assessing eligibility and entering applications and recertifications to DFACS on behalf of clients.
- Help clients sign-up for VITA program.
- Attend staff meetings and keep staff updated on member and Conference developments/issues.
- Provide support to staff on special projects and initiatives.
- Other duties as assigned.

Qualifications:

- Bachelor's degree Social Work, Psychology or similar discipline required; LCSW preferred
- Valid State Counselors License
- 2+ years experience in a social working field providing direct assistance
- Basic computer skills
- Effective verbal and written communication skills
- Bilingual Spanish speaker a plus
- Strong interpersonal abilities
- Willingness to travel within the state of Georgia (10% or less)
- Genuine compassion for the well-being of people
- Reliable transportation
- A valid driver's license
- Ability to support the mission of a Catholic based, non-profit organization

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. Regularly required to stoop, kneel, bend, crouch and lift up to 25 pounds

- The employee is frequently required to use hands and arms to lift, carry and reach of items up to 50 pounds
- The employee is frequently required to stand; walk; lift and reach with hands and arms.
- This position requires lifting and carrying of up to 50 pounds

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position works in an in person office environment, Monday - Friday during normal business hours. He/She may occasionally support special events on nights and weekends

Compensation:

Competitive salary commensurate with experience and background plus benefits, including health insurance and 401K retirement plan, 401K match, STD, LTD, Life Insurance, FSA.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may perform other related duties as may be required.

Learn more about St. Vincent de Paul Georgia at www.svdpgorgia.org