

St. Vincent de Paul Georgia

Job Description

Job Title: Caseworker, Disaster Services
Job Type: Temporary Employee
Location: Remote- based in Douglas, Georgia
Department: Vincentian Services
Reports To: Sr. Director, Programs and Services

Job Summary: The Caseworker, Disaster Services will work out of a church office in Douglas, Georgia for the purpose of supporting victims of Hurricane Helene residing in and around Coffee County. This position reports to the Sr. Director of Programs and Services and in partnership with Disaster Services Corp. (DSC) a subsidiary of The Society of St. Vincent de Paul. This is a temporary position for a 3-month contract with potential to renew for an additional 3 months, as dictated by budget and casework needs.

St. Vincent de Paul Georgia (SVdP GA) is a faith-based, non-profit organization, serving annually approximately 200,000 neighbors in need throughout the state of Georgia. SVdP GA provides direct and indirect aid for people experiencing housing instability, food insecurity and short-term financial crisis. Our Disaster Relief Program is designed to support families in both short-term and long-term capacity, whose lives have been up-ended due to a disaster. The mission of SVdP GA focuses on building communities of support in a loving, compassionate way that honors the dignity of all people.

Essential Duties and Responsibilities:

- Follow-up with approximately 200 clients who were served at a recovery assistance center event in Douglas, GA following Hurricane Helene, and entered into the SVdP Disaster Relief intake system.
- Determine, through a defined set of criteria, the unmet needs in the client's recovery process
- Define a list of priority clients who have been unable to find resource for disaster expenses and recovery
- Develop relationships with partner organizations and government disaster relief agencies, including FEMA and The Red Cross
- Advise clients on processes to achieve maximum support for their recovery; refer to partner and local agencies including Catholic Charities of South Georgia and other local resources
- Make detailed case notes in SVdP case management system
- Make follow-up calls to identify status and outcomes
- Participate in weekly VOAD (Volunteer Organizations Active in Disaster) calls
- Participate in weekly case management calls with supervisor and SVdP GA team

Qualifications:

- Bi-lingual, (Spanish-English) a must
- 3+ years casework experience
- Bachelor's degree preferred, or equivalent work experience
- Familiarity with immigrant populations; ability to build trust and rapport
- Comfort-level with FEMA referrals/working with government contracted caseworkers (ie Red Cross)
- Ability to work independently; trustworthy
- Resourceful/ability to initiate contact with community partners & build relationships as needed for casework
- Comfortable working in a Catholic Church environment
- Database experience and ability to learn basic functions in DSC's proprietary case management system
- Critical thinking: ability to make decisions about who may qualify for direct aid (in the case that we are granted additional monies for this purpose)

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.

- While performing the duties of this Job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; sit and reach with hands and arms.
- This position may require occasional travel to Metro Atlanta

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.