

**"EMPLOYMENT OPPORTUNITY"**  
**Community Services**  
**CASE MANAGEMENT SPECIALIST**  
**Job No. 18-2 Updated**

**ESSENTIAL JOB REQUIREMENTS:** Requires AA College degree from an accredited college/university with 3 years of related work experience. Must successfully pass a pre-employment drug test and post-offer employment physical examination. Must have transportation and current liability coverage on vehicle to be used in the performance of job duties. Willing to travel daily. Must possess a valid Texas Driver's license (Operators-Class C) and driving record must be approved by insurance company on an annual basis. Able to effectively use a computer, spreadsheet, and word processing software. Dresses in appropriate business attire and is professional in appearance and mannerisms. Proof of work eligibility must be provided.

**SALARY:** \$9.50 Plus Excellent Benefit Package

**Employment Classification:** Regular, Full-time

**Working Hours:** 8:00 AM - 5:00 PM, Monday-Friday

**RESPONSIBILITIES:** Reviews applications and conducts interviews of potential clients; coordinates services provided to the client and arranges resources; maintains clients' records by reviewing case notes, logging events and progress; communicates clients progress by conducting periodic meetings and evaluations; meets budget by monitoring expenses; prepares reports by collecting, analyzing and summarizing data; and travels to the rural areas to conduct case management on clients. Prepares monthly and by-monthly reports; and assists in approving all utility assistance requests and other tasks as they relate to the Community Development Block Grant (CDBG) and Comprehensive Energy Assistance Program (CEAP). Performs other duties as assigned by the supervisor and the Community Services Director.

**Skills required:** Effective communication; time management; decision-making and problem-solving; strong organizational skills; and conflict resolution.

**Location:** 1006 22<sup>nd</sup> Street, Corpus Christi, TX

**Job Opens:** February 12, 2018

**Job Closes:** Open until Filled

**To Apply:** Application must be completed and submitted by the closing date listed above to the Personnel Department. Pre-employment drug test and proof of work eligibility must be conducted and verified for successful candidates. **Please review job description and detailed job duties and job requirements prior to completing job application.**

**RESUMES WILL NOT BE ACCEPTED IN PLACE OF AN APPLICATION**

Nueces County Community Action Agency reserves the right to extend search or not offer positions advertised. This position is 100% funded by Federal funds. For additional information call the Human Resources Department at (361) 883-7201, Ext. 66, Ext. 16 or Ext. 35. See: [www.nccaatx.org](http://www.nccaatx.org)

Equal Opportunity Employer