



Case Management Specialist

Community Action Agency

CAA/4
Pay Grade: 16

JOB SUMMARY

This position performs specialized duties in the coordination of the department's case management functions.

MAJOR DUTIES

- Coordinates with Caseworkers to ensure the submission of case management files.
- Balances National Performance Indicators.
- Compiles Caseworkers' reports to generate periodic reports for state compliance and funding agencies.
- Maintains employee time sheets.
- Reviews case files to ensure compliance with program policies and procedures.
- Maintains client confidentiality.
- Maintains related files and records.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of case management principles.
- Knowledge of program and granting agencies policies and procedures.
- Knowledge of federal poverty guidelines.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.

- Skill in the development of reports.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Program Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include grant requirements and county and agency policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate the department's case management functions. Successful performance contributes to the efficiency and effectiveness of program operations.

CONTACTS

- Contacts are typically with coworkers, volunteers, representatives of state agencies, clients, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position ***is covered*** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date