



Job Title: Community Care Manager

Job Type: Full-time

Salary: \$48,000 - \$52,000 Annually

Overview of Position

The Community Care Manager works as an integral member of the 3e Restoration, Inc (3e) team in accordance with the organization's mission, vision, and values. The Community Care Manager will assess individuals and families for housing and/or other service needs and will identify appropriate programs and resources. This position collaborates with 3e community partners and other human service professionals to identify prevention, early intervention, and self-sufficiency-oriented housing and/or service options, drawing on family resiliency, community resources, as well as public and private sector services. The Community Care Manager must possess a patient, trauma-responsive approach to service delivery using an equity lens. The Community Care Manager ensures that housing and services are equitable and delivered with integrity.

Duties & Responsibilities

- Collaborates with individuals and/or families to develop an action plan to establish goals, tasks and time frames with appropriate providers, collaborators, and other community-based and public service providers including property managers and landlords.
- Conduct a comprehensive assessment and provide strength-based options through assessment to develop an action plan.
- Supports the collaboration between community-based services personnel and volunteers to assist in the creative use of community resources to support individual and/or family needs.
- Facilitate life skills, education, or other groups to support emerging trends and needs in the community.
- Participate in ongoing customer evaluation, follow-up, and data control management.
- Develop extensive knowledge of local resources and 3e partner networks.
- Work with referring agency staff to collaborate on individual and/or family needs when appropriate and authorized.
- Some evenings and weekends may be required.
- Perform any other duties deemed necessary to support the organization.

Education, Experience and Skills:

- Bachelor's degree in social work, Psychology or Human Services preferred.
- 2 years of social work and or case management experience required.
- Knowledge of the principals and practices of community care management and individual and or family stability.
- Possess a strong knowledge of local community resources and services including local nonprofits, county, state, and federal programs.

- Ability to analyze information and make timely sound decisions with empathy, knowledge, and poise.
- Excellent ability to schedule and manage workload sufficiently to meet deadlines.
- Excellent organizational and communication skills, a friendly cooperative attitude, and a commitment to excellence in service to consumers, co-workers, and the community.
- Ability to work in a traditional office environment, partner locations, institutional settings and outdoor environments as needed.

In relations with staff, 3e partners and the public, the Community Care Manager will:

- Participate in development and training in partnership with 3eRestoration Inc.
- Maintain a posture of flexibility.
- Supports and lives into the seven core values of 3E Restoration: gracious hospitality, relentless hope, compassion, listening, justice, love, and friendship.
- Forward thinker, considering not just today but what are the implications for tomorrow.
- Collaborative leader, working with others individually and in teams.