
CASE MANAGER FOR FAMILY ASSISTANCE DEPT.

CATHOLIC CHARITIES OF CENTRAL FLORIDA, **ORLANDO OFFICE, ORANGE COUNTY, FL**

Closing Date: When Filled

FT/PT FULL TIME

Minimum Salary: Commensurate with qualifications and experience

Brief Description of Job: The Family Services Case Manager is responsible for the implementation of services to clients seeking emergency assistance and to monitor their progress as the client(s) advance through the social service process to help them to become self sustaining and functioning members of the community. The position requires a flexible work schedule to meet the needs of the department and the clients served.

Experience: A minimum of three years experience in Case Management providing direct service to individuals and families needing emergency financial assistance and guidance to reach a level of self-sufficiency with attainable goals and guidelines..

Minimum Qualifications: Bachelors degree in social work or the equivalent in three (3) years social work experience working with individuals in crisis situations. Bi-lingual Spanish preferred. Must have a deep personal commitment to serve as an advocate of people in need as a representative of the Church and its social mission; have the ability to set and maintain appropriate boundaries with agency staff and clients; possess a sensitivity to cultural differences present in the service population, staff and volunteers and have the ability to forge mutually respectful supportive working relationships. Must be able to work effectively and courteously under high-pressure circumstances; establish and maintain effective working relationships with outside agencies and the general public; have strong written and verbal English skills, excellent math skills; demonstrated computer skills in Microsoft Suite required; must be willing to learn and master agency database system to maintain appropriate case files and statistical information. Applicant will be background screened and fingerprinted in keeping with the policies of the Diocese of Orlando; must have a valid Florida driver's license and a clean 3 year driving record.

Send letter of interest, resume, references and completed Employment Application (found on this website) to:

Ms. Jean Comazzi , Director, Human Resources
Catholic Charities of Central Florida
1819 North Semoran Blvd. Orlando, FL 32807

Phone Number: No phone calls please.

Facsimile Number: (407) 382-1340

E-Mail Address: jean.comazzi@cflcc.org

Entity Website Address: www.cflcc.org