



Cow Creek Government Office

Self Sufficiency Case Manager

Job Code: 1425
Department: Social Services
Location: Roseburg, OR
Minimum Hourly: \$25.71

POSITION PURPOSE:

The Self-Sufficiency Case Manager will work with other programs to provide services on closed Child Welfare cases to prevent foster care through Family Support and Connections.

ESSENTIAL FUNCTIONS:

- Maintain participant and program records and waiting lists, including file maintenance and data collection and entry on program participants on a monthly basis.
- Assist in calculating and re-calculating family income and income-based programs.
- Provide work with Tribal Child Welfare to determine services to families to prevent foster care and provide other services for youth and adults.
- Work with participants in their efforts to reach self-sufficiency goals by conducting assessments, intakes, creating plans that are clear, measurable, realistic, and timely. These plans will be created by identifying motivation and desires in participants while identifying and mitigating barriers to success.
- Complete well organized case files that accurately reflect services provided and outcomes.
- Complete paperwork, monthly reports, and case notes accurately and in a timely manner.
- Attend and actively participate in case staffing and agency meetings, weekly and as requested.
- Make and follow up on all referrals, in state, service area and out of state, to ensure that adequate and appropriate services are provided.
- Proactively develop and promote self-reliance activities for families including but not limited to Life Skills, Employment, Financial Counseling, Permanent Housing Homeownership, and Education.
- Research program expectations on a regular basis to ensure programs are run effectively and efficiently and develop and revise policy, procedure and protocol for programs as needed.
- Coordinate supportive services (i.e. mental health, childcare, transportation, substance abuse, etc.) and work closely with Tribal, State and community resources within the participant's area.

- Remain in open communication with ODHS Self Sufficiency regarding common clients and acquiring knowledge of programs offered by ODHS and demonstrate an ability to assist with application process for programs such as SNAP, ERDC, TANF, Medical and DV assistance.
- Evaluate needs and gaps in services and work to identify solutions and provide assessment of needs.

QUALIFICATIONS:

- Associate's Degree in human Services or related field required.
- Excellent communication skills, including verbal and written.
- Must have the ability to maintain confidentiality at all times.
- Case management experience preferred.
- Must demonstrate good organizational, math and writing skills.
- Must have working knowledge of Microsoft Office products.
- Current, valid, unrestricted Oregon Drivers' license.