



POSITION:	Disaster Case Manager Supervisor	REPORTS TO:	Program Managers
CLASSIFICATION:	Full time -Exempt - Temporary	DEPARTMENT:	Disaster Recovery
SALARY:	\$55,000		

PRIMARY RESPONSIBILITIES:

The Disaster Case Manager Supervisor will have a dual reporting responsibility to the Centro Campesino and Compass82 Program Managers, will supervise Case Managers, liaise with Construction Estimators, disaster recovery partners. and the Long-Term Recovery Groups (LTRG). This position will require travel in Miami Dade and Monroe Counties.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Provides leadership and coordinates all activities involved with Disaster Case Management Program.
- Ensure resources are utilized as effectively as possible in meeting the needs of those affected by Hurricane Irma.
- The Case Management Supervisor prepares reports, keeps data and presents information relative to case management program activities to the Board, the Program & Finance Managers, and public as needed.
- Ensures that all Disaster Case Managers (DCM) staff engaged in Disaster Case Management Program (DCMP) and long-term recovery case management are utilizing the Coordinated Assistance Network (CAN) to minimize duplication of services.
- Assigns all referrals and surveys with identified needs to DCM staff and other Participating Agencies, keeps records concerning such assignment, monitors case work progress, acts as a resource to DCM and Participating Agencies, and recommends action when necessary
- Attends training as required.
- Evaluates training needs for DCM and Participating Agencies, makes recommendations related to such training and schedules additional trainings, as appropriate.
- Maintains list of individuals who have received DCM related training, including types of training received and dates.
- Identifies best practices in DCM and communicates them to ensure the highest level of service and assistance is provided.
- Establishes expectations and provides DCMP performance reports (including case closures) to the Program & Finance Managers.

RESPONSABILITIES:

- Ensures commitment of other funding organizations are secured and shared with DCM and participating agencies and are best utilized to meet the survivor needs.
- Submits reports as required for reimbursement requests and financial tracking.
- Recommends to Program & Finance Managers closing or referring the case when no more can be accomplished, being certain to take time for closure with the individual or family.
- Ensures appropriate confidentiality agreements are signed by all DCMP staff, attends Long Term Recovery Groups (LTRG) meetings and provides DCM staff updates and recommendations as appropriate.

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- Bachelor's Degree from an accredited college or university preferred.
- Additional experience beyond the required may be accepted in lieu of a college degree.
- Case management experience required.
- Staff supervision experience required.
- Bilingual English/Spanish or English/Creole preferred.
- Able to pass a federal background check and drug test.
- Reliable transportation is required due to extensive travel within the assigned territory.
- Microsoft Office experience is required, able to use mobile devices to capture data.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively both verbally and in writing
- Ability to work well in stressful environment, successfully in time-limited culture
- Knowledge and experience in dealing with multicultural, interfaith coalition groups
- Ability to conduct detailed analytical evaluations and studies and prepare related reports
- Ability to solve problems independently, effectively, and creatively

COMPENSATION:

This is an Exempt Full-time, temporary position. Salary and benefits package offered. Please send **cover letter explaining how experience meet the job's requirements and resume** to Alicia Moreno amoreno@ccfcfl.org, any submission without both items will not be accepted. No phone inquiries will be accepted.

Centro Campesino is an EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.