POSITION: Disaster Case Manager	REPORTS TO: Disaster Case Manager Supervisor
CLASSIFICATION: Full time -Exempt - Temporary	DEPARTMENT: Disaster Recovery
SALARY: $45,000 – Based Miami Dade County or Monroe County	

PRIMARY RESPONSIBILITIES:

This position reports to a Disaster Case Manager Supervisor. The incumbent serves as a point of contact for households affected by the disaster in order to plan for and achieve realistic goals for recovery. This position will be located in either Monroe County (Florida Keys) or southernmost Miami Dade County and will require extensive travel.

ESSENTIAL JOB REQUIREMENTS:

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

- Coordinates various aspects of case management, including eligibility determination, monitoring, and assessment of needs and services. Assists clients with needs assessment and develops a recovery plan to address disaster un-met needs.
- May prepare and present qualified cases for consideration by the Unmet Needs Committee.
- Ensures that families or individuals are provided with the opportunity to make their own decisions in planning for their recovery, acting as advocate and facilitator as opposed to rescuer.
- Enters client data into the Red Cross Coordinated Assistance Network (CAN). Maintains all client data in a confidential manner.
- Maintains professional relationships with organizations, families and service providers.
- Prepares reports, keeps data and presents information relative to case management activities to the Board, Funding sources and public as needed.
- Attends training as required.

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 in lieu of a college degree maybe accepted.
- 2 years of more of case management 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

COMPESATION:

This is an Exempt Full-time, temporary position. Salary and benefits package offered. Please send cover letter explaining how your experience aligns with our requirements, and a 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.