



FULL-TIME POSITION AVAILABLE
Case Manager

The Diocese of Houma-Thibodaux's Office of Catholic Charities is currently seeking full-time Case Managers for Hurricane Ida Disaster Relief. The position of Case Manager is a ministerial position responsible for providing comprehensive case management services to support individuals and families affected by Hurricane Ida recover from the crisis.

Recovery is achieved by:

- conducting comprehensive needs assessments
- identifying resources
- aligning the assessed needs with the identified resources
- developing individualized, comprehensive disaster recovery plans through the establishment of mutually agreed upon client driven goals
- providing clients with appropriate, time-limited assistance to access and successfully navigate applicable systems, e.g., FEMA, in order to achieve those goals
- providing other appropriate assistance as identified during the case management process

As a ministerial representative of CCHT-Case management, it is expected and required that both professional and social behavior is at all times aligned with the ethical and moral standards of the Roman Catholic Church

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Prays daily for the needs of the poor; opportunities include personal prayer, daily Mass, etc.
- Establishes a respectful relationship with Hurricane Ida clients while helping them gain skills and confidence that will empower them to solve their own problems
- Reinforces the value of the nurturing family and demonstrates a conviction about the capacity of people to grow and change

- Implements appropriate interventions to meet the defined goals, demonstrating the ability to set appropriate service limits
- Ensures that required Case Management services are provided in a timely, efficient, and equitable manner
- Provides culturally sensitive services
- Participates in community organizations/coalitions serving similar populations and needs as requested
- Performs other duties as assigned

The ideal candidate shall possess:

- Bachelor's degree in Social Work or a related social science field, e.g., Sociology, Psychology, or minimum of three years of work experience in the social science field at the bachelor's level required
- Master's degree in Social Work or a related social science field, e.g., Sociology, Psychology, or one year work experience in the social science field at the master's level preferred

Knowledge, Skills and Abilities Required

- Excellent interpersonal skills required to interact effectively with: 1) clients (individuals and families); 2) CCHT employees and management; 3) community partners
- Excellent organizational and relational skills to include the ability to simultaneously manage multiple clients in a fast-paced environment
- Comfortable working in areas with high levels of poverty and with clients from diverse cultural and ethnic backgrounds
- Comfortable conducting home visits
- Willing to travel throughout the Diocese of Houma-Thibodaux and other areas as needed
- Strong verbal and written communication, listening, and presentation skills
- PC literacy/proficiency in Microsoft Office and other windows based applications
- Demonstrated ability to provide key case management functions
- Ability to gather and provide data/reports as required
- Function autonomously, proactively, and successfully accommodates ever-changing priorities
- Ability to learn and/or follow FEMA sequence of delivery
- Knowledge of community resources, support services, and funding agencies
- Actively participate in required training, case consultations, and team meetings
- Provides regular progress reports and communicates as needed with supervisor
- Works collaboratively and cooperatively with team members, CCHT management, and community partners
- Must
 - have a commitment to the CCHT mission
 - have reliable transportation
 - successfully complete the Diocesan Safe Environment Training, including a criminal background check.

The position requires a work schedule of 35 hours per week; Monday-Friday 8:30 am-4:30 pm. Work schedules will fluctuate with scheduled evening and weekend programs. Excellent

benefits and generous paid time off included. Salary is commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. A full job description is available upon request.

Applications are now being accepted through February 28, 2022 or until positions are filled. We are seeking to hire 3-5 Case Managers

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*