

JOB POSTING

CSBG – Case Manager

Northwest Tennessee Economic Development Council is now accepting applications for the position of **Case Manager** for the Community Services Block Grant Program (CSBG). The individual selected for the position will serve the areas of **Benton/Henry/Carroll and Weakley counties** and will be centrally located in this service area.

Essential Job Duties: Assume responsibilities for overall operation of the Case Management program for CSBG. Provide oversight, support and assistance to the county service managers in all aspects of case management. Network with other service agencies to secure and maintain partnerships for referral of clients. Assist with application process, accessing and monitoring clients and address concerns related to case management. Ensure all policies and procedures of Case Management are followed in compliance with federal, state and local regulations of the Community Service Block Grant (CSBG). Travel county service locations and possibly out of area for training when necessary. Assist with, conduct training sessions with staff, and participate in cross training efforts for other community service department functions.

Knowledge/Skills: Candidate must have knowledge of computer-based applications including word processing and spreadsheet applications, and database management. Must be able to deliver presentations and provide training in group settings. Must have strong organizational and decision making skills and be able to accurately handle detailed, confidential and complex information. Candidate must be able to interpret regulations and operational policies and procedures to ensure program compliance.

Qualifications: Bachelor's degree in social work or related field, from an accredited four-year college or university. Prefer work experience in community programs. Computer/Data entry skills, required. Candidate must be able to communicate effectively with low-income citizens. Candidate must possess a valid Tennessee Driver license and liability insurance coverage.

**Salary: \$15.29 per hour • Non-exempt position
76 hour/biweekly position • Excellent benefits package**

*Applications may be downloaded from the Careers page of the website
www.nwcommunityaction.org*

*Or may be picked up locally at any of our service center locations or at
**Northwest TN Economic Development Council Central Office
231 South Wilson Street, Dresden, TN 38225***

*Or, you may call (731)364-4822 to have an application mailed,
faxed, or emailed to you for your convenience.*

*** Applications must be submitted to:
**Northwest TN EDC Central Office
231 South Wilson Street, Dresden, TN 38225
Attn: Human Resource Department – Suite 210
Reference: Case Manager-CSBG***

*For your convenience, you can email to:
applications12579@nwtncap.org.
Faxed copies will not be accepted*

****Applications for this specific position will be accepted until
Friday, January 27, 2023 at Noon**

We Are an Equal Opportunity Employer!
"Helping People! Changing Lives!"