

ESG Case Manager

Greene Lamp Community Action Agency - Kinston, NC

Up to \$19 an hour

- Conduct initial assessment, intake, and interviewing of clients to determine eligibility
- Utilize all relevant resources to avoid eviction
- Maintain contact with all housing clients on a scheduled basis, appropriate to their particular status and needs.
- Document participant meetings, counseling sessions and overall program progress in the Homeless Management Information System(HMIS) database.
- Perform Habitability Housing inspections for units that meet the fair market/rent reasonableness guidelines.
- Exhibit a high level of confidentiality and maintain a professional demeanor.

Education, Experience, Knowledge and Skills Qualifications:

- Associate Degree in related area of study, plus one additional year of college course work and/or equivalent experience.
- Possess an understanding of the causes of homelessness
- Background assisting families and individuals experiencing homelessness
- Excellent computer skills, including Word, Excel, PowerPoint, etc. in MS Windows environment.
- Effective and efficient oral and written communication skills
- Valid Driver's License
- Reliable personal transportation
- A minimum of one year of successful administrative experience.

Physical Requirements:

- Prolonged periods of sitting, standing, bending, stooping, and reaching.

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical/Health Assessment
- NC DHHS Criminal Records Check
- Proof of COVID-19 Vaccination

Job Type: Full-time

Pay: Up to \$19.00 per hour

Application Question(s):

- Are you fully vaccinated against COVID-19?

Education:

- Associate (Preferred)

License/Certification:

- Driver's License (Preferred)

Willingness to travel:

- 25% (Preferred)

Work Location: In person