



COCONINO COUNTY
invites applications for the position of:

Case Worker- Community Services (0119)

An Equal Opportunity Employer

SALARY: Annually: \$41,260.00

OPENING DATE: 01/16/19

CLOSING DATE: 02/15/19 05:00 PM

NATURE OF WORK:

As an award-winning organization with high regard for cultural diversity and the positive contributions of the many thriving cultures within our county, our nation, and our society, Coconino County leads a variety of initiatives that celebrate diversity; from our Annual Diversity Day, and monthly Heritage Lunch & Learns, to book clubs, and professional development academies which target diverse workforce segments, Coconino County's respect for diversity is shared throughout the organization.

Under general supervision performs work of moderate difficulty in social services case management for low-income clients; performs related work as assigned.

Note: This position is grant funded through the AZ Department of Economic Security Grant.

TYPICAL DUTIES:

(Illustrative Only)

- Interviews and elicits pertinent information from persons applying for assistance
- Conducts comprehensive assessments with individuals and families to identify strengths and areas of need
- Interprets rules and regulations regarding eligibility for a range of programs
- Works with clients to develop individualized case plans, including specific goals and success strategies
- Provides referrals and information about other service providers, alternative assistance available, client responsibility and appeal rights
- Supports clients in meeting short and long-term goals throughout the term of the case plan
- Maintains and works with funding allocations
- Provides follow-up and case plan review and revision as needed
- Coordinates services with other agencies and makes presentations
- May conduct home visits
- Compiles data to prepare records and reports
- Attends required meetings and trainings

Essential functions of this position include but are not limit to: driving; sitting for computer entry, typing, answering telephones, etc; working with and around other staff, administration, inmates and citizens, etc; dealing with interruptions; repetitive motion (hand / wrist) for computer and phone work; vision acuity (near / far); hearing and speech for ordinary conversation; touch and finger dexterity for using radios, intercoms, telephones and computers.

**MINIMUM
QUALIFICATIONS:**

Four years' experience of progressively responsible experience in social services work OR, any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position.

ADDITIONAL REQUIREMENTS: The successful candidate is currently in possession of, or has the ability, to gain a fingerprint clearance card. The successful candidate must be bilingual in Spanish.

Must obtain an Arizona driver's license by date of hire and maintain it throughout employment. Final job offer will be contingent upon a satisfactory 5-year Arizona Motor Vehicle Report.

The ideal candidate has case management experience, has worked with diverse populations with limited incomes, the ability to multitask and be flexible in traveling to satellite offices, is comfortable or has experience in doing presentations and is comfortable working with numbers.

Preferred qualifications include experience in case management and in grant funded programs; interviewing skills for Social Services eligibility determination; knowledge of computer - based client database programs; presentation skills; is bilingual (Spanish).

This position is safety sensitive.

This position is non-exempt from overtime.

**KNOWLEDGE,
SKILLS AND
ABILITIES:**

- Working knowledge of:
 - Challenges and needs of the low-income population
 - Available community resources
 - Methods and procedures used in determining eligibility for social services
 - Funding allocations
 - Interviewing and investigative techniques
 - Principles and practices of case management
- Skill in:
 - Eliciting information through intake screening interviews and financial documentation
 - Interpersonal communication with culturally diverse clients
 - Operation of various office equipment, including applicable software
- Ability to:
 - Assess the needs of low-income people and identify appropriate solutions
 - Demonstrate tact, initiative, and sound judgment under challenging circumstances
 - Work well with people of diverse social, cultural, and economic backgrounds
 - Maintain strict confidentiality
 - Prepare and maintain accurate documentation and records
 - Work safely and support the culture of workplace safety
 - Establish and maintain effective working relationships with employees, other agencies, service providers, and the public
 - Follow written and verbal instructions
 - Communicate effectively verbally and in writing

AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconino.az.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

420 N. San Francisco Street

Flagstaff, AZ 86001

Tel: 928-679-7100

Fax: 928-773-1948

recruiter@coconino.az.gov

Job #0802372

CASE WORKER- COMMUNITY SERVICES (0119)

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Case Worker- Community Services (0119) Supplemental Questionnaire

* 1. Do you have four years of progressively responsible experience in social services work? If so, please be certain it is included in your application.

Yes No

* 2. Describe your case management experience working with diverse populations who are in crisis?

* 3. Describe your experience working with income-based program eligibility grants.

* 4. Describe your experience working with income-based program eligibility grants.

* 5. Describe your computer skills and any experience in working with client databases.

* 6. Describe your experience doing presentations.

* 7. Are you bilingual in Spanish?

Yes No

* Required Question

