

# CENTER FOR COMMUNITY ACTION

## **JOB TITLE: HOUSING CASEWORKER**

IMMEDIATE SUPERVISOR: Director of Weatherization/Housing

STARTING HOURLY WAGE RANGE: \$15.00- \$16.00 per hour, Full Time, 40 hrs/wk., Non-Exempt Status

**Overall responsibility:** Performs client intake and housing counseling services for the various programs of the agency.

### **Specific Duties:**

1. Obtains necessary client information required by funding sources to receive agency services.
2. Provides information and referral services to clients.
3. Schedules appointments in a timely manner.
4. Documents and verifies income eligibility for all programs.
5. Maintains client files in a neat and orderly fashion to assure all required documents are in place.
6. Attends training sessions, workshops, and/or meetings that will enhance services to clients and the continued growth of the organization.
7. Documents and tracks client's progress through case management services.
8. Travels to various sites (in three counties) to conduct intake/transactions relating to program services.
9. Enters and tracks client information through computer system.
10. Compiles monthly reports and invoices as assigned by department director.
11. Conducts deed searches and property tax verification for agency programs.
12. Participates in the crisis program on call rotation.
13. Other duties as may be required.

### **Qualifications:**

1. Completion of standard High School education
2. Computer experience preferred in Microsoft Word, Excel,
3. Good oral and written communication skills.
4. Good mathematical skills to conduct accurate income computations.
5. Skilled in working with office equipment, copiers, facsimile machines, computers, typewriters, calculators, etc.
6. Ability to follow oral and written instructions.
7. Ability to maintain client confidentiality.
8. Valid driver's license, reliable transportation, vehicle insurance to comply with Agency standards of coverage, and willing to travel in all the counties we serve, and other counties as required.
9. Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check
10. Pennsylvania Child Abuse History Clearance

11. PA State Police Report of Criminal History Clearance.
12. This position is grant funded. Per the requirements of the funding source, candidates must have a clear criminal record, with **no prior convictions, of any kind, in the past 7 years.**

This position is in the Bedford Office, 195 Drive In Lane, Everett. To apply please email your resume to [dgibboney@ccaofpa.org](mailto:dgibboney@ccaofpa.org) by May 10, 2024.