EAST END COOPERATIVE MINISTRY, INC.

JOB OPENING – 2 POSITIONS

CASE MANAGER - Choice Neighborhood Initiative- This position is full time and exists to provide comprehensive intensive case management services and coordination for residents of Hamilton Larimer and East Liberty Gardens (HL-ELG) also referred to as the Choice Neighborhood Initiative (CNI). This position is not exempt from overtime pay requirements and works no more than forty (40) hours per week.

Duties include but are not limited to:
- Provide case management services to the clients which include but are not limited to:
  - Perform strength-based assessments with individuals and family units.
  - Help clients identify barriers and develop plans to remove or mitigate barriers.
  - Through identification of strengths and barriers, assist individuals with developing the "Individual Development Plan" (IDP) and for families the "Family Development Plan" (FDP).
  - Link individuals and families with appropriate supportive services.
  - Assist clients in obtaining entitlements, as appropriate.
  - Provide clients with advice, information, access to financial resources and service to execute their plan to move into new CNI housing or alternative housing of their choice.
  - Work collaboratively with the Housing Authority of the City of Pittsburgh (HACP) to implement relocation planning.

Qualifications are but are not limited to:
- Must have a minimum of three (3) years experience as a case manager working with individuals who have low income and may also have addiction and mental health related issues.
- Must have a minimum of an associate's degree in a related field.
- Must demonstrate excellent computer skills.
- Must demonstrate excellent communication skills.
- Must have a valid PA driver's license, a reliable vehicle, a clean driving record for the past three years and up to date vehicle insurance.
- Must have Act 33/34 clearances or the ability to obtain them.

Interested and qualified candidates may apply in confidence by submitting a cover letter, resume and compensation requirements. In addition, please send completed Employment Application by downloading that document at http://www.eecm.org/job-opportunities/.

Please email, fax, or mail all documents to:

Email: KellyJ@eecm.org
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Mail: Human Resources Director
   East End Cooperative Ministry, Inc.
   6140 Station Street
   Pittsburgh, PA 15206
Phone: 412.361.5549

Job(s) Will Remain Open Until Filled

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