

Department Number:	300	Allocation:	Shalom
FSA Status:	Non-exempt	FTE:	1.0
Reports to:	TANF Program Manager	Updated:	02/10

JOB DESCRIPTION

I. Position Title: **TANF Case Manager** *Full Time*

II. Position Summary: Maintain caseload of TANF clients, providing supports, monitoring services, mentoring, and making referrals to ensure quality of services provided by SHALOM Denver and other resources as deemed appropriate for successful move from TANF to self sufficiency. Liaison to agencies in subcontracting collaborations to facilitate smooth delivery of supporting services.

III. Qualifications:

- A. Education: BS in human services preferred
- B. Experience: Prefer 5-6 years hands-on experience in a facilitating role in multi-cultural environment serving adults with multiple barriers to employment. Experience should include needs assessment, mentoring, organization and oversight of a wide range of support services for individuals with diverse needs and learning styles. 1-2 years working with DHS/OED-DWD/Vocational Rehab contact, as well as other community service providers.
- C. Other: Must possess own transportation, have valid driver's license, good driving record. Basic computer skills.

IV. Responsibilities:

- A. Provides individualized case management, resource development and ongoing support to program participants - 20%
- B. Primary contact for referrals into SHALOM's program, completes intakes, assessment forms and case notes required by DHS/OED-DWD, SHALOM Denver, DVR, as well as other referring and support service agencies involved with clients on the TANF caseload - 20%
- C. Facilitates the individualized planning process with Employment Consultants and CBT Developer to determine plan of support, employment plan, long term goal and ensure successful completion of services provided at SHALOM Denver. Works closely with SHALOM's TANF program team members to ensure continuity of care - 15%
- D. Liaison to OED/DWD Case Management staff, support service agencies and subcontracting providers, public organizations, etc. to make referrals, facilitate acquisition of services and resources to meet needs of the individuals on caseload. Maintains 1/week office space at DHS - 20%
- E. Monitors success of participants, i.e. participation, goal achievement. Provides documentation as needed per the OED/DWD contract expectations – 15%
- F. Maintain Management Information System (Job Link) as per DHS/OED-DWD requirements – 10%
- G. Other duties as assigned