

Case Manager Leesburg, Part Time

Staff Position: Case Manager (PT – 24 hours per week)

Location: Leesburg, VA

Position Responsibilities:

- To assist those calling Catholic Charities Leesburg Regional Office (LRO) for emergency financial aid in order to prevent eviction or utility shut off. Follows a list of questions to determine if the caller qualifies for assistance and tracks their responses on a referral form. Based on CCDA guidelines, help callers understand why they do or do not qualify and if they do qualify advise them as to their next steps. Also serve as primary information and referral source for incoming calls and visitors to LRO.
- Responsible for the intake and delivery of emergency financial aid for the Emergency Assistance (EA) program at the LRO location: 316 E. Market Street, Leesburg, VA 20176. Territory covered includes counties: Clarke, Culpeper, limited Fairfax County (Herndon and Reston), Fauquier, Frederick, Loudoun, Madison, Page, Rappahannock, Shenandoah, Warren, and the city of Winchester. Travel to Christ House in Alexandria, Loaves & Fishes in Front Royal and the Manassas Free Clinic for EA interviews, when necessary.
- Safeguard that best practices and the highest quality of service are implemented at the Leesburg site.
- Knowledgeable and willing to uphold Catholic moral and social teaching.

Other Duties:

- **Provide backup support for food pantry and EA volunteers.**
- Some data entry required.
- Replenish lobby and racks with pamphlets, flyers, etc. / keep job board updated.

Qualifications & Skills:

- Outstanding interpersonal skills and the ability to multi-task in a fast paced work environment.
- Strong listening skills and demonstrated poise, tact and diplomacy.
- Ability to present a positive professional image.
- Ability to work in a team setting and also to work independently with minimal supervision.
- Strong written and oral communication skills in English and Spanish.

- Must possess a valid State of Virginia driver's license.
- Proficient in use of the internet. Proficient in MS Word, Excel, PowerPoint, Outlook and other software applications. Experience with database data entry required.

Education and Experience:

- **Undergraduate degree with at least 3 years of experience in the provision of human services.**
- **Strong interest in helping underserved populations is a plus.**
- **Experience working with and coordinating volunteers.**
- **Knowledge and/or experience in food pantry operations is a plus.**

Physical Demands:

- The employee is required to lift up to 25 pounds using such items as hand trucks, dollies and/or carts.
- Must be able to stand, walk, use hands and fingers to use a computer keyboard and handle food; reach with hands and arms and talk or hear. Required to stoop, kneel or crouch and climb a ladder.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

How To Apply

jobs@ccda.net

<http://www.ccda.net>

Please email resume and cover letter with salary requirements to:

jobs@ccda.net.

No phone calls please.

LEVEL OF LANGUAGE PROFICIENCY

Strong written and oral communication skills in English and Spanish.

PROFESSIONAL LEVEL:

Professional

MINIMUM EDUCATION REQUIRED:

4-year degree