



Job Title: Case Manager, Healthy Homes
Classification: Full time
Reports to: Support Service Manager
Direct Reports: None
Exempt Status: Nonexempt
Department: Support Services

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

Program Description: The Case Manager works with individuals and/or families to alleviate housing-related health, safety hazards and deficiencies that cause multiple childhood diseases and injuries in the home. Will act as advocate for individuals and families as necessary and serve as liaison between USCAA and community partners.

Minimum requirements:

1. Bachelor degree in Social Work, Human Services, or a related field or Five (5) year experience providing housing, environmental health or public health
2. Public speaking experience
3. Ability to read, comprehend, and follow training manual guidelines and procedures
4. Excellent listening and assessment skills
5. Experience with email, facsimile machine, scanner and copier
6. Proficient in alpha-numeric filing, Microsoft Office products: word, excel, and outlook and ability to learn State agency database
7. Reliable transportation, valid driver license and maintain active car insurance

Preferred qualifications:

1. Health Education Specialist or Health Home Specialist Credential
2. Problem solving skills

Essential functions:

1. Conducts home visits to assess family living environment and gather environmental samples and measurements
2. Obtain medical history and housing status through health questionnaires and walk through visual assessment of facilities
3. Perform community outreach and education
4. Communicate with clients on a routine/scheduled basis
5. Document all interactions into database and assign tier to home base findings
6. Interact with community resources on behalf of clients
7. Assist in developing environmental reports
8. Keep inventory of healthy homes supplies and materials
9. Connect families with needed community resources, follow-up with families and agencies to document the use and success of referrals
10. Develop case plan for participants including goals, strengths, priorities and plan of action
11. Ability to work with families with multiple and serious problems
12. Ability to be non-judgmental and objective in working with clients
13. Ability to work effectively in high stress situations
14. Good organizational skills



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- 15. Fulfill mandatory education requirements for obtaining and maintaining all credentials
- 16. Ability to work independently and adhere to deadlines
- 17. Adjust to frequent change in duties and procedures
- 18. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
- 19. Inform participants of other CAAGKC programs and services they may qualify for
- 20. Any other duties as assigned

Physical Demands:

Sitting	60%	Standing	20%
Bending	10%	Lifting	10% ability to lift at least 25 lbs. or less

Interested person should forward a cover letter and resume to hr@caagkc.org.