

Case Manager

Position Summary:

Travelers Aid Society of San Diego is looking for a part time Case Manager. The Case Manager will work from our Satellite office Downtown. This position requires that you meet with clients over the phone and in person to assess their needs, provide information and referral services, provide direct services and complete data entry. This position will assist with multiple grants and funding sources in which targeted clients will include the homeless, seniors, immunocompromised individuals or victims of domestic violence.

The Case Manager will:

- Meet with clients in person or over the phone
- Provide information about available services
- Become familiar with area resources to assist clients
- Provide accurate and timely case management
- Assess client's needs and distribute appropriate services
- Be proficient in the use of the computer for data collection and word processing
- Will maintain accurate program documentation and record keeping, including computer input and updating.

Education and Experience:

- Bachelor's degree in social work, sociology, or a related field
- A combination of directly related college course work and experience may be substituted for a degree

Additional Requirements:

- Excellent written and verbal communication skills
- Ability to handle crisis situations
- Ability to exercise good judgment
- Demonstrated ability to work well within a team environment
- Ability to express sensitivity to the needs of clients
- Ability to work well with people of diversity
- Ability to juggle multiple tasks
- Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks
- Attention to detail and ability to organize and track large amounts of information efficiently and accurately.