

Case Manager-Emergency Assistance: (Roarke Center)

Catholic Charities Tri-County Services seeks a Case Manager for The Roarke Center, located in downtown Troy, to provide case management to its clients.

Job responsibilities include, but are not limited to, providing intakes, case management, advocacy and goal setting for clients seeking emergency assistance and accessing the Center's programs; collaborating with other service providers; and, completing necessary paperwork. The Case Manager works closely with community partners to make referrals to meet client needs. Knowledge of community resources and experience working with individuals living in poverty is beneficial to service delivery.

Qualified candidate will have a Bachelor's degree in human services or a related field and 1 – 3 years of experience working in human service field. Excellent interpersonal communication skills are a must.

Interested applicants should send a cover letter and resume to Michelle Abel, Associate Executive Director by July 31, 2017 Mail: Catholic Charities Tri-County Services, PO Box 28, Rensselaer, NY 12144 Email: michellea@ccalbany.org Fax: 518-621-7845

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