TITLE:	**Transitional Housing Caseworker**	**JOB CODE:**	1349
PREPARED:	06/03	**FLSA:**	Non-Exempt
UPDATED:	8/15/12	**REVISION #:**	

Summary: Under general supervision of the Churchill County Social Services Director, serves as the case worker for the Churchill PATH (Primary Assistance and Temporary Housing) programs.

Distinguishing Characteristics: None.

Essential Job Functions: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Facilitates the transition (through case management) of homeless families to permanent housing.
- Actively works as liaison with mainstream social service agencies, school district, mental health, and drug and alcohol agencies to promote self-sufficiency of clients.
- Develops, maintains and/or improves support systems within the community (i.e. family, school, treatment providers, employers, service agencies, state/federal collaborations and funders, etc.)
- Provides ongoing education and support to families.
- Works with property owners and managers to secure housing for transitioning individuals and families to permanent housing.
- Provides operational oversight of key program components. Enters, edits and retrieves data and prepares regular and special reports from computer systems; may create reports, spreadsheets, and other formats using programmed software; establishes and maintains office files; researches and compiles information from files; purges files as required.
- Tracks accounts payables and receivables of clients for grants and county expenditures as required.
- Assists with writing of grants on annual basis to maintain funding.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of interviewing techniques involving application of regulations;
- Knowledge of casework procedures;
- Knowledge of the characteristics of homeless individuals and families, and of substance abuse and addiction treatment and issues;
- Knowledge of the assessment of individuals and families for services and needs;
- Knowledge of community resource agencies;
- Knowledge of correct English usage, including spelling, grammar and punctuation.

- Knowledge of County, state and federal social programs and services and the eligibility requirements for services.
- Knowledge of pertinent County, state, and federal policies, procedures, rules and regulations.
- Knowledge of standard office procedures and equipment.
- Skill in interpreting laws, regulations, and standards, and making determinations based on those laws, regulations and standards.
- Skill in recommending and implementing goals, objectives and practices for a Family Enhancement Plan.
- Skill in predicting the consequences of proposed actions.
- Skill in acting independently and consistently in conformance with regulations and standards.
- Skill to organize and maintain accurate files and records.
- Skill to provide factual information both in person and on the telephone
- Skill to accurately type at a rate sufficient to perform assigned duties.
- Skill in written and oral communications.
- Skill in establishing and maintaining effective working relationships with superiors, peers, subordinates, clients support agencies and the general public.
- Skill in operating a personal computer and software applications.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- At least two years of college (60 semester credits) in human services-related field. Four years of college (120 semester credits) in human services-related field and the achievement of a BA/BS degree desirable.

  (Equivalent work experience related to human services and social work issues may be substituted for education on a year-for-year basis.)

- BS in Social Work or closely related field and licensure by the State of Nevada Board of Social Work Examiners as a Social Worker, Clinical Social Worker, Independent Social Worker desirable.
- One year of professional experience of case management working with families, homeless persons, mental health and/or drug and alcohol issues and clients with co-existing conditions.
- Knowledge and experience working with HUD regulations and guidelines desirable.
- Possession of a valid driver's license or alternate means of travel.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.
- Sufficient mobility to be able to complete housing inspections throughout County.
- Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods.
- Periodic contact with angry and/or upset individuals

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- Ability to sit for periods of time for traveling by car or other transportation systems.
- Dexterity and coordination to handle files and single pieces of paper;

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and a motorized vehicle.

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