



Training, Education and Manpower, Inc.

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## POSITION AVAILABLE

**TEAM, Inc.**, a non-profit social service agency serving the lower Naugatuck Valley has the following opportunity:

### CASE MANAGEMENT COORDINATOR

A full-time position is available to oversee case management services to clients of Housing and other basic need programs. Responsibilities include A) oversight of all case management services including the design and coordination of intake, enrollment and referral processes, B) provision of direct services to clients in the Beyond Shelter program, C) acting as the liaison with grantor agencies, D) supervision of staff including hiring, training, scheduling and evaluating to ensure that: program services are delivered effectively; customer service meets acceptable standards; case files are complete; clients have case management plans; appropriate internal and external referrals are made; follow-up with clients takes place; client data is tracked and recorded; and program goals are met, E) develop and maintain relationships with community partners, grantors and advisory groups, F) compile and complete program service reports.

Candidates must possess a BA/BS in Social Work or related field and 3+ years experience with case management. Previous supervisory experience preferred. Successful candidate must have strong knowledge of case management principles, familiarity with local, state and federal human service programs and systems, ability to prioritize and organize tasks, ability to multi-task, and exercise initiative, strong verbal and written communication skills, knowledge of Microsoft Office and case management software. Bilingual a plus.

Interested candidates should send a resume or apply: TEAM, Inc., Attn: H.R. Dept. 30 Elizabeth St., Derby, CT 06418 EOE.

**Internal applicants must apply in writing to the Human Resources Department within 7 days.**

January 24, 2012