**Case Manager (FT)**

**Location:** Dougherty County Campus or Bainbridge Campus

This is a grant funded position by the US Department of Housing and Urban Development

Albany Technical College and Southern Regional Technical College seeks a well-qualified, highly motivated individual to fill the position of Case Manager for the Community Development Block Grant (CDBG) Disaster Recover (DR) grant. The primary function of a Case Manager is to work with participants to assess eligibility, needed services and programs through case management and other coordinating activities, to ensure education and employment goals are met. He/she will provide academic and career counseling, assessments, support services, and other program elements to meet individualized goals.

Under general supervision of the Project Director, the Case Manager will provide academic, career, and supportive counseling to participants including education on job search skills, Adult Education, internship opportunities, and financial aid. He/she will assist in dealing with personal, academic, and social problems. The Case Manager may perform case management duties and may serve as a liaison for social services. He/she will maintain contact with other social service agencies to provide information and obtain feedback on student's overall progress. He/she will assist clients in locating and utilizing community resources including legal, medical, financial assistance, and other referral services. The Case Manager will maintain program statistics for purposes of evaluation and research, and monitor student's progress towards academic goals. He/she will prepare intake reports and case history records, conduct participant orientation, and collaborate with faculty to assess participant’s class attendance. He/she will monitor academic progress of program participants.

The Case Manager should work with the respective College marketing department to market program services, maintain participant file data in client management databases and facilitate referrals of clients to other agency services as appropriate. He/she will prepare intake reports and case history records, and attend internal and approved external training sessions, conferences, professional development workshops, etc. to maintain current knowledge in the field. The Case Manager will monitor’s participant needs and progress on an ongoing basis. He/she will also, maintain good rapport within the organizations, with private sector representatives and the general public by being courteous, cooperative, and conscientious, serves on committees as needed, and participates in required staff development activities. The Case Manager should have knowledge and skill in career counseling, training, and job placement. He/she must have a working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). He/she should have good oral and written communication skills.

**Minimum Qualifications: The applicant MUST possess a** Bachelor’s degree from an accredited program preferably in vocational counseling, social work, or psychology and have three (3) years of work experience; “OR: five (5) years of related experience and/or training; “OR” equivalent combination of education and experience. MUST have a vehicle for required travel “AND” have a valid driver’s license.

**Preferred Qualifications:** The applicant MUST have experience working with first-generation, at-risk, low-income, or under-prepared student’s \*AND\* have knowledge of, Financial Aid requirements, Adult Education/GED, and determination of HUD low-income eligibility limits.

**Physical Demands:** The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

**Travel:** Light to moderate travel will be required. This will include travel to each of the counties within the Service Delivery Area for outreach. Some overnight travel may be required.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Other Requirements:** Must be able to work a flexible schedule including early morning, evenings, and/or overtime if needed. Must conform to standards of conduct. Must present a professional appearance and business demeanor.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Dorene Aquino, HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |

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| **Title IX Coordinator:**  Darbie Avera  SRTC-Moultrie Veterans Parkway Building A   (229) 217-4145 | **Equal Opportunity Officer:**  Employment Related: Jennifer Simpson,  HR Coordinator  SRTC-Thomasville  (229)-225-5072  College Access: Dr. Jeanine Long  SRTC-Thomasville  Building A  (229) 227-2668 | **Section 504 Coordinator:**  Dr. Jeanine Long,  SRTC-Thomasville  Building A  (229) 227-2668 |