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## VACANCY ANNOUNCEMENT

### JOBS PLUS GRANT CASE MANAGER

The Brunswick Housing Authority (BHA) is accepting applications for the position of Jobs Plus Grant Case Manager. Under direct supervision of the Jobs Plus Program Manager, this position provides service coordination, client outreach and assessment, case management coordination, resource development, employment programming and resident referrals.

Essential Functions includes, but are not limited to, the following:

- Assist with program implementation of education and employment services. Maintains client caseload including tracking client progress, completing assessments and reassessments, writing case notes, collaborating with relevant BHA programs and improving program design as needed. Completes initial assessments and post assessments for client in the Jobs Plus Program. Works closely with other BHA residents to coordinate attendance at information sessions, orientations and classes. Conducts outreach for client for further education or employment. Researches, recommends and coordinates resident employment and job training programs. Maintains and effective and positive working relationship with community agencies and develops cooperative relationships to provide required service to clients.
- Works with BHA families to plan for their future economic wellbeing through coordination of basic education, GED, skills training or post-secondary education. Assists with identification of barriers and helps families overcome them.
- Understand and complies with BHA's policies and procedures and regulations relation to the Jobs Plus Program and ensures all subordinate staff also have a clear understanding of the program.
- Monitors tracking of all resident services through participant using TAAG software and update database monthly. Understands and follows all policies, procedures and regulations.
- Assist in coordination community-based organizational training programs to transition residents out of public housing.
- Communicates with Jobs Plus Program Manager and Director regarding issues, problems and suggestions. Maintains a working relationship with BHA staff, clients, landlords and the public.

#### **Minimum Requirements**

Associate's degree in social services, human services, sociology or related field supplemented by a minimum of one (1) year previous experience in coordinating with community agencies and family case management. Must possess and maintain a valid Georgia driver's license.

This is a grant funded position with an entry rate of \$19.23 per hour. The successful candidate is not eligible for benefits. If you are a motivated individual with a passion for serving people, we encourage you to apply for this position. Please submit the [BHA Application for Employment](#), your résumé and cover letter detailing your relevant experience to Orah Reed, Director of Human Resources at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org) by 4:00 pm EDT on Wednesday, December 4, 2024.