

Self-Sufficiency Case Manager

Tri County Community Action (TCCA) is seeking a motivated, compassionate, professional Self-Sufficiency Case Manager to join our agency. This role requires a high degree of professionalism along with the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference in the lives of low-income families and individuals throughout our region.

Here's what being a Self-Sufficiency Case Manager looks like. You will...

Develop and maintain current resource listing of providers and referral sources.

Recruit and sustain program participants.

Travel throughout Cumberland County to provide services to clients from TCCA site, client home, or alternative locations.

Maintain small satellite office.

Administer assessment to develop concrete, measurable goal plans for all clients.

Develop and maintain positive working relationships with other service agency personnel.

Conduct individual or group education sessions on topics (may include: budgeting, financial management, housing)

Maintain client records in a professional and confidential manner.

Represent Tri County Community Action by attending related group and/or community meetings and events.

Be willing, ready, and able to make a difference at Tri County Community Action.

And here is what you'll need: Bachelor's degree (B.A.) from four-year college/university; and one to two years related experience and/or equivalent combination of education and experience.

Act 33/34 and FBI clearances (upon offer of hire), along with a valid Pennsylvania driver's license, current insurance, and daily access to reliable transportation.

The principle working location for this position is in Shippensburg, Cumberland County.

**Interested and think you'd be a great fit for our team?
Submit your resume & cover letter!**

**Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org**