



JOB TITLE: MONEY MANAGEMENT CASEWORKER

Organization: El Centro de Servicios Sociales
Location: Lorain, OH
Hours: Part-time (24 hours per week)
Monday – Thursday (10 a.m. to 3 p.m.) & Friday's (9:00 a.m. to 1:00 p.m.)
Reports to: Executive Director

MAIN PURPOSE OF JOB

To serve the Hispanic community of Lorain County by providing legal, social, mental and physical health, youth, financial, or referral services

JOB

- To assess client needs in order to provide the appropriate services
- To build confidence in clients in order to instill a sense of self-worth and independence
- To educate and equip clients with the knowledge and skills required to become self-sufficient
- To promote El Centro programs and services in order to increase community awareness
- To recognize and acknowledge client progress and achievements
- To maintain accurate documentation of client progress
- To submit monthly, quarterly, and annual reports in order to ensure program funding
- To attend staff, board, and provider meetings in order to present client service updates and to receive information about funding and legislation
- Prepare all intake paperwork necessary as required by the Quality Assurance Plan. Intakes client and applies for the Agency to become payee
- Prepare daily written progress notes and daily logs for Medicaid Nord clients as needed. Make copies of daily log and progress notes.
- Prepare monthly budgets for all clients and forward a copy to the Money Management accountant. Provide weekly request for allowances if necessary to the Money Management accountant
- Maintain updated records according to the Quality Assurance Plan
- Insure that client's needs are met and provides the necessary supportive services.
- Conduct home visits to assess client's personal needs and deliver allowances
- Arrange for bill repayment plans
- Assist the client with assessing community resources needed
- Takes clients shopping. Buys and delivers cigarettes, personal items, etc.
- Handles all communication with Social Security concerning clients benefits
- Assist consumer in finding housing
- Attend bi-weekly Nord team meetings and attend El Centro biweekly team meetings and monthly staff meetings

- Actively collaborate and participate in the Agency fundraiser
- Any other duties assigned by the Executive Director

BACKGROUND REQUIREMENTS

Level of education:	High School Graduate/GED is required Associate degree is preferred
Job related formal training:	None
Job related work experience:	1-3 years experience working with people in a non-profit environment (or equivalent education) Background in legal, social, mental and physical health, youth, financial, or referral services is helpful
Other requirements:	Must have a valid Ohio Driver's License Knowledge of community resources is desirable <u>Computer Skills:</u> Knowledge of Microsoft Excel, Word and Power point, Internet, and email (Outlook software) <u>Interpersonal skills:</u> Sensitive to the needs of others, Must exhibit patience and compassion toward others <u>Other:</u> Must exhibit excellent organizational skills

Qualified applicants should submit cover letter and resume to Emanuel Pedraza at mpedraza@lorainelcentro.org. Please include Open Money Management Position in the subject line.