

COUNTY OF ASHE JOB DESCRIPTION

DISASTER CASE MANAGER

NCWORKS EMPLOYMENT GRANT



REPORTING RELATIONSHIP:

This is a part-time, temporary position that reports to the Social Work Supervisor II (Disaster Recovery) and to the Ashe County DSS Director.

*Employee is contracted through the NCWorks Employment Grant; therefore, they are not County of Ashe employees.

GENERAL STATEMENT OF JOB:

The Disaster Case Manager works with individuals impacted by Hurricane Helene to assess needs, develop a recovery plan, and identify resources needed to meet recovery goals.

JOB REQUIREMENTS:

The applicant must possess the following skills: excellent oral and written communication skills; exceptional organizational skills; the ability to function independently as well as part of an overall team; the ability to handle multiple tasks; and the ability to work with a diverse array of people.

High school equivalency required; minimum of an Associate's degree in human services preferred; a minimum of one year experience in case management, social work, and/or human services field required; or an equivalent combination of education and experience.

A North Carolina driver's license is required.

DUTIES AND RESPONSIBILITIES:

1. Helps disaster survivors access necessary resources to meet their needs, either through provision of assistance or referrals/advocacy.
2. Ensures efficient and proper use of resources.
3. Walks with disaster survivors through the recovery process and ensures recovery goals are being met.
4. Documents work with and/or on behalf of survivors.
5. Communicates regularly with assigned supervisor.
6. Advocates for ongoing training.
7. Supports survivors in developing a goal-oriented disaster recovery plan.

MINIMUM QUALIFICATION OR STANDARDS:

Physical Requirements: Must be physically able to operate a variety of small machinery and equipment. Must be physically able to exert a small amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Data Conception: Requires the ability to compare and judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from the obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information.

Language Ability: Requires the ability to read literature and other necessary documents.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using heavy machinery and the ability to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and hear (talking – expressing ideas by means of spoken words; hearing – perceiving nature of sounds by ear).