



# CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Catholic Charities  
of the Diocese of Raleigh

## Position Information

Position Title: **Family Case Manager**

Department: **Catholic Charities**

Reports To (Title): **Program Director**

Work Schedule: ☒ M – F Hours: \_\_\_\_\_ to \_\_\_\_\_ ☐ Other: \_\_\_\_\_

Type of Employee (Hours worked per week) ☒ Regular Full Time (≥30) ☐ Regular Part Time (20-29) ☐ Part Time (≤20) ☐ Temporary (varies)

Percentage of Travel Required ☐ 0% ☒ 10% ☐ 25% ☐ 50%+

Exemption status (HR use only) ☐ Exempt ☐ Non-exempt

## Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

Provide case management services, including assessment of strengths and needs, goal setting, and provision of services to individuals and families working to increase their well-being and self-sufficiency. Provide information about community resources to individuals and families who contact the agency. Collaborate with Catholic parishes and other community groups to provide outreach services and advocate for resources for populations isolated by language barriers, location/transportation, educational attainment and socioeconomic status.

## Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

1. Provide culturally competent services to individuals and families:
  - Perform intake interviews, with response to immediate needs
  - Provide comprehensive family assessments which focus on the family's strengths, opportunities and needs
  - Develop goals with identified clients and evaluation of attainment of goals
  - Provide information about and make referrals to other community agencies
  - Facilitate clients' access to linguistically and culturally competent services including advocacy when needed

70.00

## ***Duties and Responsibilities*** *continued from page 1*

2. Assist individuals, families and groups to advocate for social issues through education, skill development and modeling
3. Develop and facilitate community educational workshops and presentations
4. Maintain client records, agency and program data collection and reports as required by supervisor, agency policy and procedure and funding sources
5. Recruit, train, and supervise volunteers
6. Consult with supervisor, peers and other not for profit entities regarding complicated family situations

20.00

7. Perform marketing activities that increase agency awareness including, but not limited to Bishop's Annual Appeal events, SHARES awareness presentations, community fairs representing Centro para Familias Hispanas and SHARES and producing written marketing materials in English and Spanish of events, agency, programs, etc.
8. Produce grant reports as required by supervisor and funders
9. Assist in the development of grant proposals and applications for program funding, and represent the agency and program at applicant presentations to prospective funders

5.00

10. Attend agency, staff and community meetings as determined by supervisor
11. Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor

5.00

## Position Qualifications

### Formal Education (minimal level REQUIRED for this position)

- ☐ No minimum education level
- ☐ High School diploma or GED
- ☐ Associates or other 2-year degree including technical/trade school
- ☒ Bachelors degree
- ☐ Masters or Professional degree (M.B.A., J.D., etc.)
- ☐ Doctorate

Degree in specific subject area: \_\_\_\_\_ Degree Type: Human Services

Concentration: \_\_\_\_\_

### Work Experience (minimum experience REQUIRED for this position)

- ☐ Less than 1 year
- ☒ 1 - 3 years
- ☐ 4 - 6 years
- ☐ 7 - 9 years
- ☐ 10 + years

Years of specific work experience: Field: \_\_\_\_\_ Years of experience: \_\_\_\_\_

### Qualifications

- Fluent in Spanish & English oral and written communications required
- Demonstrated ability to work effectively with a wide diversity of people from different ethnic backgrounds
- Excellent interpersonal skills

#### Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Skills: Proven computer skills including Word, Excel and other appropriate applications

\*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

## Position Characteristics

### Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Level of Supervision Received (check the option that best describes the position overall)

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
<b>Intermittent Supervision:</b> Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*