



The mission of Tri-CAP is to enhance and expand opportunities for the economic and social well-being of our residents and our communities.

Self-Sufficiency Counselor Wanted

Tri-CAP is looking for a passionate, energetic, committed individual to join Tri-CAP. This person will work with clients in our housing stability programs through assessment and case management services leading to self-sufficiency.

Primary responsibilities of this full-time position will include:

*Provide holistic case management services to clients through meetings at the office, in their home or other locations. These services include: assessment, advocacy, referral, goal setting, education, follow-up, and documentation.

*Understand program requirements and conduct necessary documentation and reporting requirements to maintain compliance with program guidelines.

*Build relationships with area human service agencies to stay abreast of activities, trends and collaborative efforts.

*Assist with curriculum development for asset development, financial literacy, housing programs, case management, volunteer training, etc.

*Facilitate individual and group education opportunities in various areas- financial fitness, credit repair, life skills, Renting 101, etc.

*Participate in community organizations, task forces, advisory boards as requested.

Starting wage is \$16.55 per hour and includes a comprehensive benefits package



Qualifications:

*Minimum of a bachelor's degree in social work or related field and two years of experience OR a combination of six (6) years' experience and/or education.

*Ability to build professional, trusting relationships with clients, knowledge of barriers facing people experiencing poverty. Experience providing holistic case management services.

*Ability to work well in a team setting as well as individually, with very little supervision.

*Knowledge of community resources and ability to build strong networking relationships to coordinate services for households with low-income.

*Strong skills in organization, communication, public speaking/presentation.

*Proficiency in Microsoft Word and other client database systems.

*Valid driver's license and ability to travel in four-county service area.

*Bi-lingual, preferred.

To apply:

Apply online via our website: www.tricap.org or request an application via phone or by emailing hr@tricap.org Position is open until filled.