



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 asset development, workforce development, and 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 \$18.21-\$20.02 per hour and we offer EXCELLENT benefits including holidays, vacation, health, dental, life, and retirement savings plan!***



## **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](http://www.tricap.org) or request an application via phone or by emailing [hr@tricap.org](mailto:hr@tricap.org) Position open until filled.