

Middle Kentucky



171 Howell Heights
Jackson, KY 41339
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Beth A. Spencer
Executive Director

Case Manager

Middle Kentucky Community Action Partnership, Inc. is hiring a full-time **Case Manager** for the CSBG Program in **Owsley County**. The Case Manager is responsible for assisting in developing, implementing and coordinating services in the area of Community Action and will provide administrative support. Excellent benefits package includes: competitive pay; Anthem Health, Dental and Vision Insurance; Life Insurance; Kentucky Retirement Plan; Kentucky Deferred Comp; paid vacation; paid sick leave and paid holidays.

Responsibilities:

1. Work in collaboration with other agencies to help clients become more self-sufficient.
2. Enter data into computer software system and compile reports.
3. Complete data intake.
4. Responsible for day-to-day office activities including: referrals, typing, filing, cleaning, phone coverage, and tracking client's progress.
6. Attend all necessary/required meetings.
7. Assist with other Middle Kentucky programs as necessary.
8. Assist in referrals to agency programs and/or other organizations.
9. Maintain confidentiality.
10. All other duties as assigned.

Qualifications:

1. Previous work experience with low-income families and communities preferred.
2. Willingness to work with the low-income population and provide services offered through Middle Kentucky.
3. Valid Driver's license and reliable transportation.
4. High school diploma/GED.
5. Flexible and willing to work in other programs and counties as needed.
6. Ability to interact in a professional manner with other agencies as well as the public.
7. Possess an understanding of basic computer programs and office equipment with excellent typing skills.
8. Pass pre-employment and random drug testing.
9. Pass a Criminal Record Check along with a Child Abuse & Neglect Check.

Applications can be found on our website at www.mkcap.org or at any Middle Kentucky location throughout our service area. Deadline: Applications must be received no later than Friday, April 5, 2024 at 4:30 PM. Applications can be faxed to (606) 666-9780 - Attn: Human Resource Department, emailed to mkhroffice@mkcap.org, or can be dropped off at any Middle Kentucky CAP, Inc. location throughout our service area including the Central Office located at 171 Howell Heights Jackson, KY 41339.