

ALLEGHENY COUNTY HOUSING AUTHORITY
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

**Authority Position Available: COMMUNITY-BASED CARE MANAGEMENT (CBCM) PROGRAM
COORDINATOR**

Date Posted: August 16, 2023

Purpose: This full-time 35-hour/week, grant-funded position will focus on Social Determinants of Health as exemplified, but not limited to the following key areas: childcare access and affordability, clothing, employment, financial strain, food insecurity, housing instability, transportation, and utilities. This position will serve in one of three regions in Allegheny County and report to the Assistant Director, CBCM.

Essential Job Functions:

1. Must be able to work independently, moving ACHA residents in the direction of independence by encouraging self-determination, self-evaluation and consistently assisting ACHA residents to recognize own strengths and using those strengths for personal growth.
2. Must demonstrate a strong work ethic and high level of integrity.
3. Provide direct services to recipients within ACHA for the purpose of outreach, intake and assessment, education, and/or referral for identified Social Determinants of Health (SDOH)needs.
4. Maintain an active caseload of at least 25 individuals with the ACHA community.
5. Must maintain confidentiality and provide information within agency guidelines and on a need-to-know-basis.
6. Provide services in an empathic, hopeful and welcoming manner.
7. Complete all documentation and data collection in accordance to State and agency requirements including intake, assessments, data entry and progress notes.
8. Prepare and maintain all necessary documents for the case file.
9. Provide education and linkage to Community Based Organizations to support development of living skills that will aid independent living in the community and self-sufficiency
10. Enhance coordination of services for behavioral and physical health with local Medicaid insurance providers
11. Engage Community Based Organizations as part of an integrated holistic approach person centered care and education
12. Work collaboratively with the CBCM Program Manager to identify interventions and resources available that increase financial literacy and reduce risk of housing instability and imminent risk of homelessness.
13. Develop and maintain a comprehensive list of local and state resources that address each domain of Social Determinants of Health, including but not limited to Child care access and affordability, clothing, employment, financial strain, food insecurity, housing instability, transportation and utilities.
14. Foster Cross-Departmental collaboration to help identify community level needs and produce outcome deliverables.
15. Ability to demonstrate time management, team collaboration, professional written and verbal communications skills.
16. Ability to demonstrate critical thinking and problem solving to determine the best plan for each individual on their caseload.
17. Provide quarterly and annual follow up to ensure individuals served were satisfied with services and have maintained the resources provided.
18. Communicate with other team members and program manager about resident progress and needs.
19. Participate in scheduled supervisions to provide and accept feedback and identify opportunities for continued professional development.

Required Education/ Experience: High school diploma or equivalent, required. Bachelor's degree in community or social services, preferred. Experience compiling and sorting data, entering raw data into database. Proficient in various programs to include, but not limited to: Microsoft Outlook, Word, and Excel. Demonstrated knowledge and experience in the provision of community social services, preferred. Must have and maintain a valid PA driver's license and use of a personal vehicle.

Salary: \$40,000-45,000

If you require assistance when completing the employment application or you anticipate a need for accommodation during the selection process due to a disability, then please contact the Human Resources Department at 412-402-2436 or HR@achsng.com.

As a condition of employment, the candidate must successfully pass a post-offer physical examination, drug screen, and background security review with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE EMAILED TO: LULEWIS@ACHOUSING.ORG OR MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY, ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

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