

Case Manager/Justice Case Worker

Holy Family Parish, New Brunswick, NJ

MISSION

Rooted in Holy Family Parish, the Caritas Program responds to the basic human needs and provides opportunities for physical and emotional healing and wellness. The Caritas Program uses Trauma-Informed modalities to aid individuals and families therapeutically and utilizes goal-oriented groups to render larger solutions to common community concerns.

GENERAL JOB DESCRIPTION

The Case Manager, under the Caritas Program and in partnership with the Saint Vincent de Paul Society, is responsible for assessing the needs of clients and assisting them directly or making appropriate referrals. This role also includes assisting community members with social services applications, organizing community events, and maintaining community partnerships that are responsive to existing and emergent needs of the community.

DUTIES AND RESPONSIBILITIES

- Serve as liaison to St. Vincent de Paul Society (SVdP)
 - Processing intakes of financial assistance requests
 - Preparing and presenting cases
 - Attending monthly SVdP meetings
 - Communicating and coordinating payments with Landlords/Leasing Offices and Utility Offices
 - Notifying clients of decisions
 - Applying for grant reimbursements through funders
 - Updating and filing all necessary documentation
- Serve as a Caritas Program Team Member
 - Attend weekly staff meetings
 - Communicate all relevant information to other staff members
- Present Parish announcements during weekly Sunday worship services
- Organize quarterly Giveaway Days and connect with community donors
- Collect and distribute basic resources (e.g., food, gift cards, clothes, school supplies, and holiday gifts)
- Coordinate regular health clinics (e.g., vaccines, wellness checks, other health resources)
- Facilitate access to healthcare (Medicaid, FamilyCare applications, community health centers, etc.)

- Address food insecurity (Assist with applications for SNAP/EBT benefits, referrals to food banks, etc.)
- Address housing insecurity (rental applications, etc)
- Facilitate social services applications (Unemployment, TANF)
- Coordinate informational presentations and workshops to address identified community concerns (e.g., financial literacy, parenting, legal/immigration, etc.)
- Oversee the St. Isidore Community Garden (maintaining grounds, acting as point of contact for gardeners, planning cleanups and events)
- Provide support in seasonal events (e.g., Día de los Reyes Celebration, Back-to-school wellness fair, etc.)
- Organize neighborhood clean-ups
- Participate and engage in community outreach events/coalitions
- Plan and participate in fundraising activities
- Other duties as assigned

EXPERIENCE AND KNOWLEDGE

Bachelor's degree required.

Case Management experience preferred.

- Bilingual capacity with ability to provide services in English and Spanish
- Able to handle confidential personal client information professionally
- Ability to work effectively with people of diverse cultures, ages and economic backgrounds in a culturally competent and sensitive manner
- Public speaking skills
- Organizational skills with excellent follow up skills are a must
- Technologically proficient in Google Suite, Microsoft Suite, Zoom, Email, Canva

SCHEDULE/HOURS

- 25 Hours a week (part-time)
- Evening and Weekend work required

Salary will be commensurate with academic and experience background at an hourly rate of \$20-22.

To be considered, please send cover letter and resume to trauma@hollyfamilyforall.org.