



JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Case Manager
RESPONSIBLE TO: Client Services Coordinator

RESPONSIBLE FOR: This is a full-time, non-exempt position providing case management to seniors, disabled and low-income individuals and families. It involves analysis of their situation, application of possible services available to help, and on-going goal-setting and case management to ensure the individual or family is stabilized.

STATUS: Non-exempt, Full Time

SALARY RANGE: 16.08-23.32 per hour

BENEFITS: Vacation and sick time, medical for employee and family, dental, life, short/long term disability, Employer match up to 3% in 401k account.

KNOWLEDGE, SKILLS, & ABILITIES

- BA degree in sociology and/or equivalent experience
- Knowledge of computers, software programs and databases
- Skill in verbal and written communications
- Skill in problem solving and team work
- Ability to maintain confidentiality of client and organizational information
- Ability to work independently on multiple projects in a timely fashion
- Ability to work with diverse people, organizations and situations
- Ability to work with a flexible schedule
- Ability to meet insurance requirements on driving record

JOB DESCRIPTION: Attached

CONTACT: Send Cover Letter & Resume to kates@yamhillcap.org

Date of Posting – 06/30/2017



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