



Community Services Block Grant (CSBG) CARES Program Specialist

Indianhead Community Action Agency, Inc.
Ladysmith, WI

Position: Full-time, Limited-Term, position located in Ladysmith, Wisconsin.

Description: Provide supportive outreach services to low income families that have unmet needs as a result of COVID-19. Conduct outreach in service counties. Responsible for client application intake, income verification, budget management and project reporting. To act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

Requirements: Monitor and record client's information and progress. Coordinate various aspects of case management services, including referrals, intake, eligibility determination, program planning, monitoring, assessment and evaluation of family needs. Ensure clients files are set up and maintained appropriately. Maintain professional relationships with organizations, county personnel, families and service providers. Participate in committees dealing with case management and related services. Ability to make decisions based on program operations and fiscal analysis.. Other duties as assigned by Youth Development Prevention Director.

Education and/or Experience: Experience working with and showing empathy to individuals and families. Valid driver's license, acceptable driving record, current vehicle insurance. Strong organizational and record keeping skills required. Ability to actively listen, motivational interviewing training a plus. Proficient in Excel, Word, and data bases. Must be able to maintain professional boundaries and confidentiality.

Starting Wage: \$15.00 to \$17.00/hr. and based on education and experience.

To be considered for an interview, applicants must submit: ICAA application, Resume, Cover Letter, Letters of Recommendation, References. Degree if needed.

To Apply send the above documents to: recruiter@indianheadcaa.org

ICAA, ATTN: Recruiter
1000 College Avenue West
Ladysmith, WI 54848

Phone: 715-532-4222, Fax: 715-532-1550

www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.