

## Disaster Case Manager

The North Texas Conference of the United Methodist Church announces a search and invites applications for two Disaster Case Managers. The Disaster Case Manager serves as the primary point of contact to facilitate access to a broad range of resources addressing the individual or family's complex disaster recovery needs in Cooke County Texas. The person in this role will assist disaster affected individuals or families in creating a plan to achieve realistic goals following a disaster. This comprehensive and holistic Disaster Case Management Approach to recovery extends beyond relief, providing a service, while meeting urgent needs. The process involves an assessment of the client's verified disaster recovery unmet needs, development of a goal-oriented plan that outlines the steps necessary to achieve recovery, organization and coordination of information on available resources that match the disaster recovery unmet needs, the monitoring of progress toward reaching the recovery plan goals, and, when necessary, client advocacy.

### Essential Functions:

- Engage each client to cooperatively participate in the development, implementation, and on-going review of their individualized disaster recovery plan.
- Empower the disaster survivor to effectively access the resources available in accordance with the sequence of assistance for disaster recovery
- Maintain confidential client information and only sharing information as agreed upon by the client and as evidenced by a signed agreement.
- Conduct outreach to identify vulnerable persons in need of service and referrals. Screen applicants promptly and responsively to identify urgency of need.
- Perform intake interviews via phone and/or in person, linking survivors to resources for urgent needs.
- Conduct comprehensive, individualized strength-based and culturally responsive assessments of each clients' disaster recovery needs and available resources.
- Direct individuals to appropriate services, providing accurate and timely information and referrals.
- Empower the disaster survivor to effectively access the resources available in accordance with the sequence of assistance for disaster recovery. Provide, refer, or otherwise arrange for individuals and families to receive needed services and resources identified in the recovery action plan.
- Monitor client progress toward recovery goals.
- Document using standardized forms and enter relevant information into the client registry in a timely manner.
- Provide continuity of client services through case transfer or case closure.

### Qualifications:

- A bachelor's degree or a minimum of 5 years' experience in a related field is required.
- Extensive Microsoft Windows, Microsoft Office, and Internet applications experience, including creating spreadsheets, and executive level presentations, report writing, and business correspondence.
- Fluent in speaking English; Speaking Spanish is preferred but not required.
- Excellent oral and written communication skills.
- Ability to work calmly and to effectively resolve conflicts in sensitive situations.
- Ability to work independently and as part of a team.
- Demonstrate spiritual and interpersonal maturity.
- Good relationship with faith community of choice.

### Compensation:

This full-time non-exempt position and has a salary of \$36,000 plus benefits and will be a limited duration assignment last up to two years. Local travel daily to and between sites may be required. Work hours for the position include evenings, weekends, and holidays to align with disaster affected individuals or family's schedules. Reliable transportation is required.

**Go to link to apply:**

<https://www.indeed.com/job/disaster-case-manager-728588922aa39588>

**Closing Date: Open until filled**

*The North Texas Conference of the United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.*

***No Staffing Agencies or Recruitment Firms***