

Work Study Job Description

Job Title	Case Manager
Organization Name	CenterForce
Job Location	Lakewood
Address	5204 Solberg Dr. SW Lakewood WA 98499
Pay Rate	\$12.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Virginia Clark
Phone Number	253-426-1878
Email Address	virginiaclark@centerforce.net
Website	http://www.centerforce.net

Nature of Organization

CenterForce assists individuals with disabilities achieve their optimum level of employment and community living. We endeavor to provide individuals with the skills and opportunities to become productive members of their community.

NON PROFIT COMMUNITY SERVICE

Duties and Responsibilities

With supervision and support this individual will complete all county related documentation and maintain required documentation in files. This may include working with line staff and managers to assure quality services regarding documentation and attending ISP meetings as needed or required. This position is also responsible for case note monitoring, report writing and assisting with training needs as it pertains to compliance.

Minimum Qualifications

Ability to write accurate and professional reports and correspondence.
Ability to speak effectively before groups, customers, employees, employers and other individuals/groups.
Must possess excellent customer service skills.
Must be competent in Word, Excel and be able to enter data into a data management program.

Educational Benefits

Students will become familiar with and be able to use the Pierce County data management system, will experience working with a team and will gain experience providing support to our clients and families. Students will learn how to write case notes and document in client files and be able to write reports and understand and maintain compliance with County and CARF standards and requirements.

How to Apply

Send resume and cover letter to virginiaac@centerforce.net.

Job Number: 75CEFO02 | Category: Social Services & Research | Program: Community Service - FED |
Reimbursement Rate: 75%