



**Action Pathways, Inc.  
Job Vacancy Announcement**

Title	Type	Date Opened
Case Manager I	Full Time/Non Exempt	11/28/2018
Department/Location	Entry	Closing Date
CSBG/Sampson County	\$16.01 per hr.	12/07/2018

**Required Education & Experience:**  
Bachelor’s Degree in Social Work, Sociology, Counseling, or related field and two to four years professional experience working with economically disadvantaged individuals and families; or equivalent combination of education and experience.

**Conditions of Employment:**  
Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license with an acceptable driving record, own transportation and proof of insurance. Must be able to pass a post offer physical examination.  
Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.  
Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties & Responsibilities:**  
Responsible for evaluating the needs of low income participants, developing and implementing case management plans to assist them in overcoming barriers to self sufficiency.

- Develops and implements case management plans.
- Conducts individual, family or group sessions in accordance with established case management plan and provides crisis intervention if necessary.
- Prepares needs assessments.
- Provides consultations, makes recommendations, referrals, and facilitates decisions.
- Conduct individual, family or group sessions in accordance with established case management plan and provides crisis intervention if necessary.
- Facilitates the use of research data to improve existing programs and utilization of resources.
- Establishes rapport with community resources for financial support.
- Provides follow up to determine quantity and quality of service provided to the client and the status of the client's case. Maintains adequate and up-to-date records.
- Compiles records and prepares reports.

**Knowledge:**  
Applicant must:

- Be proficient in Microsoft Office Suite and learn program specific software within 90 days of hire.
- Be able to develop and implement a service plan.
- Prepare accurate and up-to-date reports.

**How to Apply:**  
Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at [www.actionpathways.ngo](http://www.actionpathways.ngo). Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the Human Resources Department.

**“An Equal Opportunity Employer”  
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are  
in compliance with the  
Immigration Reform and Control Act.**