



## **Job Announcement**

### **CSBG Case Manager**

The L.K.L.P. Community Action Council, Inc. seeks a Case Manager for the Community Services Block Grant. This is a full-time position based at the L.K.L.P. Job Site Facility in Hazard, KY. Responsibilities include assessing client needs, both immediate and long range to determine an individual service plan. Qualifications, education, and experience are listed on the attached job description. The starting salary for this position, with meeting the minimum requirements on the job description is \$12.44/hr. If interested, send a letter of intent, completed application and an updated resumé to Attention: Cindy Gross, L.K.L.P. Community Action Council, Inc., 398 Roy Campbell Drive, Hazard, KY 41701, or by fax to 606-439-0853 or email to [applications@lkp.net](mailto:applications@lkp.net). Letter of intent, application and resumé (with references) must be submitted no later than close of business on Thursday, July 30, 2020.



**LKLP**  
**Job Description**

**Name:** \_\_\_\_\_

**Job Title:** Case Manager  
**Department:** Community Services Block Grant Program  
**Reports To:** CSBG County Coordinator  
**FLSA Status:** Nonexempt  
**Prepared By:** Lori Tolliver  
**Prepared Date:** May 2019  
**Approved By:** Chief Operating Officer

**SUMMARY**

Responsible for the provision and case management of direct services for low-income residents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintains office hours, as published greeting the public and answering the phone.

Assesses client needs, both immediate and long range, to determine an individual service plan.

Determines eligibility, takes client applications for services, refers to other agencies or provides services according to program guidelines.

Participates in interagency council activities.

Responsible for the information and referral services in the county.

Assesses client needs, takes client applications for services, refers to other agencies or provides services according to program guidelines.

Maintains case records, ensuring that each file contains agency intake form, service plan income verification, record of services provided, and other information as needed.

Participates in County Interagency Council activities.

Organizes local fund raising programs, recruits volunteers and donations of time, talent, cash or materials.

Performs regular visits to client homes to determine need for additional services.

Prepares reports on various programs as required, according to guidelines.

Attends all required trainings as required by supervision and Cabinet for Families and Children.

Ability to maintain poise and self-control in crisis situations.

Ability to communicate with and be sensitive to the needs of people of various backgrounds.

Exhibits excellent interpersonal and leadership skills.

Ability to focus and prioritize multiple projects simultaneously and meet deadlines.

Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals.

Makes good use of time and acts professionally and responsibly in all work areas.

Capable of being able to maintain a professional relationship with all entities of people (staff, Board Members, officials, and the general public).

Performs any and all other duties as assigned by the Supervisor.

Performs any and all other duties as assigned by the CSBG Director and the Executive Director.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Other qualifications required include the ability to interact well with others, work in a high stress environment, work in a fast-paced environment, have the ability to prioritize and multi-task, be able to resolve interpersonal conflicts and have the ability to work with difficult clients.

### **EDUCATION and/or EXPERIENCE**

One year certificate from college or technical school; three to six months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Required to attain all certifications, licenses, and registrations as directed by the CSBG Director, the Executive Director and state and federal funding sources.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work environment is moderately quiet. Position requires excellent communication skills.

**Step:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*



# APPLICATION FOR EMPLOYMENT

## L.K.L.P. Community Action Council, Inc.

*An Equal Opportunity Employer*

Phone (606) 436-8853  
 FAX (606) 487-1872  
 http://www.lklp.org

**POSITION APPLIED FOR:** You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of LKLP CAC, Inc., and will not be returned. (NOTE: A separate application must be completed for each position for which you are applying.)

<b>Title</b>	<b>Department</b>	<b>Vacancy #</b>	<b>Recruiter</b>
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### PERSONAL INFORMATION

Name (Last, First, Middle Initial)		Social Security Number	
Address (Street, City, State, Zip Code)			
Home Phone Number ( ) ( )	Work Phone Number ( ) ( )	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a LKLP employee in layoff status <input type="checkbox"/> Yes <input type="checkbox"/> No
Age <input type="checkbox"/> Less than 14 <input type="checkbox"/> 14 - 17 <input type="checkbox"/> 18 or over		Have you been employed under other names? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List Name(s):			
Are you now or have you been employed by LKLP Community Action Council <input type="checkbox"/> Yes <input type="checkbox"/> No			
List dates, locations, and department(s):			
Are you related to anyone currently employed by LKLP Community Action Council <b>OR</b> now serving on the Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> NO			
List Name and relationship:			
How did you find out about this job opening?			
<input type="checkbox"/> Web Site		<input type="checkbox"/> Human Resource Office	
<input type="checkbox"/> Newspaper (Identify) _____		<input type="checkbox"/> LKLP Employee	
		<input type="checkbox"/> Other (Please Explain) _____	
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			
Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<small>NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests and convictions which have been sealed or expunged in answering this question).</small>			

### EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED it obtained.

Name & Location of School	# of yrs. Complete	Graduated	Degree & Major
College		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
High School/GED		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	

### OFFICE/COMPUTER SKILLS

<input type="checkbox"/> Word Processing	<input type="checkbox"/> Presentation Software	<input type="checkbox"/> Transcription	<input type="checkbox"/> Apple/Mac
<input type="checkbox"/> Database	<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> Ten key by touch
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Typing _____ wpm	<input type="checkbox"/> PC/IBM	<input type="checkbox"/> Switchboard

**SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES:** List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional license, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or software.


**EMPLOYMENT HISTORY:** List all employment including military and volunteer service *starting with the most current position held*. Show employment history for at least **10 years** or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, **but you must complete the employment section**. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

**REFERENCES:** Please list 3 references that may be contacted that can provide information based on your personal character. Please do not list an references included in the Employment History section above.

NAME	ADDRESS	TELEPHONE NUMBER

**PLEASE READ CAREFULLY AND SIGN** - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I agree that all rules, orders, and regulations of the Board of Directors affecting my employment shall constitute a part of my appointment or employment. I further understand that LKLP Community Action Council has the right to review my education, previous employment, driving, and criminal records and other background data.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION** - Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, LKLP does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran or veteran of the Vietnam Era. Any person having inquiries concerning LKLP Community Action Council's compliance with these regulations is directed to contact the LKLP Affirmative Action representative or the LKLP Executive Director. Inquiries should be directed to LKLP Community Action Council, Affirmative Action Office, 398 Roy Campbell Drive, Hazard KY 41701, 606-436-8853.