



**Job classification:** Direct Service Staff

**Hiring Range:** \$18-\$20/hr DOE

**Department:** Programming

Full-Time

**Job Description:**

Initial point of entry for Project Thrive. Provide emergency stabilization services, resource referrals, and case management to income qualified individuals.

**Job Responsibilities**

- Client identification and engagement
- Coordinate with community partners
- Connect clients with resources and stabilization services
- Advocate for the client
- Develop, coordinate, and monitor case plans
- Conduct intake assessments and interviews, connect clients with needed resources or social services as identified
- Provide Emergency Rental Assistance Program application assistance as needed
- Participate in regular staff training, staff meetings, and supervisory sessions to discuss cases and assignments.

**Professional Qualifications Needed:**

- Minimum education: High School graduate. College degree (AS or AA) preferred.
- Minimum experience: Experience working with people required; one year of employment in social work or social services a plus

- Required clearances: Must be able to pass the state of Wyoming Central Registry and national FBI background checks.
- Minimum age: Applicants MUST be 21.

**Professional Skills Needed:**

- Excellent interpersonal, observational, conflict resolution and crisis management skills.
- Ability to adapt quickly to changing situations. Must be able to think quickly on your feet.
- Ability to work with people from diverse backgrounds
- Computer skills, word processing, use of Google applications
- Demonstrated ability to work independently and as part of a team.
- Good oral and written communications skills
- Detail-oriented, flexible and motivated
- Ability to sit or stand for long periods of time
- Current first Aid and CPR certification (will provide training)