

**PROJECT MANAGER/ CASE MANAGER
GOOD STEWARD BUSINESS AND BENEFITS CONSULTANT, LLC**

Salary - \$25 - \$28 an hour

Part-Time Position

The Project Manager is the primary contact and coordinator for the Master Comprehensive Assessment Program. The Project Manager serves as the primary grantor and customer contact. The Project Manager provides oversight for the program, performs specific assessments; schedules staff activities and provides staff supervision. The Project Manager will schedule and coordinate meetings; assure that assignments are completed on time and approve the final written assessment reports before they are forwarded to the grantor. The Candidate must be a self-starter with excellent organization; time management; writing and computer skills.

JOB DESCRIPTION

The Project Manager is the primary contact and coordinator of meetings and services for the Master Comprehensive Assessment Program. The Project Manager is responsible for programmatic coordination and completion of the Final Assessment Report. The Project Manager will meet with the client to complete the Demographic Analysis and Interactive Home visit. The Project Manager will coordinate and schedule meetings between the client and other assigned professionals. The Project Manager will document information electronically utilizing the Good Steward BBC information management system; receive reports from the assigned team members and develop a Final Report, incorporating all findings and recommendations from the various professional disciplines. The Project Manager will coordinate ongoing customer support services. The Project Manager will attend all required team meetings and meetings with referring agencies.

RESPONSIBILITIES

- Receives referrals from the Program Manager
- Meets individually with customers to complete a demographic analysis
- Schedules and completes the client Interactive Home Visit Assessment
- Coordinates and tracks report due dates; schedules MCAP appointments and holds MCAP team meetings
- Receives reports from team members and writes final MCAP report with recommendations, within program timelines

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- Revises report as needed
- Attends meetings with referring agencies
- Provides follow-up services with customers, as required
- Other duties as assigned

EDUCATION AND EXPERIENCE QUALIFICATIONS

Bachelor's Degree from an accredited college or university in Social Work, Sociology, Human Services, Psychology, Counseling; Mental Health; Case Management; Grants Management, Public Health or a related Field. Other degrees may be acceptable with equivalence and two years of experience, or a combination of education and experience.

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