



ST. VINCENT DE PAUL GEORGIA

WWW.SVDPGEORGIA.ORG

JOB TITLE: SNAP CASE MANAGER
DEPARTMENT: PROGRAMS
REPORTS TO: CHIEF PROGRAMS OFFICER
STATUS: FULL-TIME
TRAVEL: 20%-40% OF TIME (WITHIN STATE OF GEORGIA)
SCHEDULE: M-F / 40 HRS PER WEEK

FLUENCY IN ENGLISH AND SPANISH IS REQUIRED.

OUR MISSION

To provide help and hope to neighbors in need

OUR HISTORY

Founded in 1903 by a group of concerned Catholic parishioners in Atlanta, St. Vincent de Paul Georgia (SVdP Georgia) has grown over the past 118 years to become the oldest, largest and most trusted state-wide social services safety net organization in Georgia. SVdP Georgia operates a main service center in Chamblee with a full-time staff providing programs and services for neighbors in need and 75 local service hubs across the state staffed by 5,000+ trained volunteer caseworkers who make SVdP Georgia's critically needed - yet otherwise unavailable - programs and services available and accessible to those most in need of them.

POSITION PURPOSE

The SNAP Case Manager will work as a member of the Programs Department to provide direct service delivery, specifically SNAP benefits eligibility screening, SNAP benefits enrollment assistance and SNAP benefits education.

DUTIES + RESPONSIBILITIES

- Conduct outreach to educate the community about SNAP benefits through presentations, workshops, representation at events and other activities as assigned
- Provide one-on-one pre-screenings of individuals to determine SNAP benefits eligibility and one-on-one enrollment assistance using relevant database system(s)
- Connect clients to stabilizing resources and services including emergency financial assistance, food and clothing assistance, benefits enrollment assistance, and employment services
- Provide scheduled client follow up at 60 days to confirm receipt of SNAP benefits and provide additional support and services as necessary

- Maintain accurate case files, client records and other agency documents
- Record client data using the Case Management System (CMS) database as required
- Provide weekly and monthly service reports
- Comply with all organizational, departmental and program guidelines, policies and procedures

QUALIFICATIONS

Fluency in both English and Spanish REQUIRED.

- Bachelor's degree in Social Work, Human Services or related field required
- Excellent written, oral presentation and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to work with people of diverse backgrounds
- High level of proficiency in Microsoft Word, Excel and Power Point
- MUST HAVE RELIABLE TRANSPORTATION AND VALID DRIVER'S LICENSE

IT'S MORE THAN A JOB, IT'S A CAUSE

MAKE A DIFFERENCE EVERY DAY.

*Do you want a job where you make a difference in the lives of others?
Consider a career with St. Vincent de Paul Georgia!*

When you choose a career with us, you're choosing to join a team of people who care about others, care about their community, and want to make the world a better place.

At St. Vincent de Paul Georgia, our team has a shared purpose of providing help and hope to move people beyond poverty. It's a mission our staff members pursue relentlessly, with dedication, determination, and a deep sense of satisfaction that comes from knowing they are making a real difference.

We are a cause-driven organization, and we are looking for cause-driven, hardworking, passionate people to join us in our mission to help ensure those impacted by poverty have access to safety net social services that stabilize those in crisis and put them on a path to self-sufficiency.

If you are the type of person who is excited and motivated by the idea of doing good for others, and our community, come join us! We are looking for high-energy team members who are ready to commit to a cause in a workplace filled with other caring people.

WE OFFER

- COMPETITIVE WAGES
- COMPREHENSIVE, FULL-TIME BENEFITS
- WORK-LIFE BALANCE
- OPPORTUNITIES TO LEARN AND GROW
- AN ORGANIZATIONAL CULTURE THAT PROMOTES CORE VALUES OF RESPECT, EXCELLENCE, ACCOUNTABILITY, RESULTS AND TEAMWORK

BENEFITS

- PAID TIME OFF
- HEALTH INSURANCE
- DENTAL INSURANCE

- VISION INSURANCE
- FLEXIBLE SPENDING ACCOUNT
- 401K RETIREMENT PLAN WITH EMPLOYER MATCH
- EMPLOYEE LIFE INSURANCE
- LONG-TERM DISABILITY
- SHORT-TERM DISABILITY
- PAID HOLIDAYS

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

To submit a resume or for more information, please contact Nichole Harris at NHarris@svdpgeorgia.org.