

ADMINISTRATIVE COORDINATOR I - CASEWORKER

Housing & Human Services | Human Services



SUMMARY

Complete and process applications for assistance, provide referrals to agencies, maintain client files, and complete reports. Assist with evacuation and shelter operations during disaster events.

JOB OVERVIEW

Starting Pay

\$12.74 - \$16.35 per hour

Schedule

Monday- Friday

Shift

8 a.m.- 4:30 p.m.

LOCATION

Housing & Human Services

REPORTS TO

Human Development Administrator

PHYSICAL DEMANDS

- Lift and carry up to 25 lbs. (light)
- Sit for long periods of time
- Walk and climb stairs
- Drive

Reasonable accommodation shall be made to enable individuals with disabilities to perform essential functions.

EMERGENCY EVENTS

Required to work during emergency events.

ESSENTIAL FUNCTIONS

1. Schedule appointments for assistance.
2. Complete application intake and eligibility review.
3. Develop and maintain written and automated reports and client records.
4. Process payments using the AS/400 operating system.
5. Conduct outreach activities through the parish regarding available programs and services.
6. Provide referral information relative to other resources in the community.
7. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Able to communicate verbally, in writing, and by listening to others.
2. Able to establish effective working relationships with applicants, clients, and outside agencies.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED required.
2. Experience working with the public.
3. Proficiency in Word, Excel, and other related Windows applications.
4. Possess and maintain valid Louisiana driver's license.



Questions? No problem! Email us at employment@tpcg.org.