



## Diocese of Owensboro – Catholic Charities Case Manager

### Marshall County

Diocese of Owensboro Catholic Charities has immediate full-time job opportunity for **Case Manager**, working under the supervision of the Director of Catholic Charities.

**Position Summary:** The Case Manager provides direct case management services to disaster survivors and their families through advocacy, information and referral, crisis intervention services, and recovery services. Must handle frequent interruptions and maintain a high level of productivity. Must also have excellent interpersonal and communication skills, handle difficult situations with diplomacy, maintain confidentiality of sensitive client information, and coordinate with the Catholic Charities staff to ensure the agency's overall success. This position is a grant funded position and appointment for the following grant year will be based on available grant funding and performance.

**Qualification and Duties:** Must be culturally competent; ability to communicate concisely and effectively, both verbally and in writing; High School diploma required, Bachelor's Degree preferred; cultural competency with low-income and immigrant groups and a strong desire to work with this population; strong proficiency in all programs of Microsoft Office, and successfully complete a criminal history and background check.

**Contact Details:** The Diocese of Owensboro is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to:  
[Diocese.HR@pastoral.org](mailto:Diocese.HR@pastoral.org)