MT. CALVARY
CENTER FOR LEADERSHIP DEVELOPMENT

COMMUNITY ORGANIZER
JOB DESCRIPTION

SUMMARY: Work to improve community resilience for qualified recipients of Medicaid. Provide case management and related social support services to assist clients with finding and establishing permanent housing, specialized course registrations to include parenting and violence prevention training.

EDUCATION REQUIREMENT:
REQUIRED: High School Diploma or equivalency.

RECOMMENDED: Bachelor Degree in Healthcare or related field. Community and public service in additional to a high school diploma may be considered in lieu of recommended education requirement. Demonstrated experience vaccination education is preferred.

ESSENTIAL JOB DUTIES:
- Procures, develops, and/or prepares HSO infrastructure and systems for Pilot program.
- Demonstrates proficiency and full functionality with NCCARE360.
- Reviews, accepts and/or redirects incoming client referrals.
- Assists clients in the development and implementation of a housing/care plan.
- Assists clients in finding and sustaining permanent housing.
- Supports program integrity monitoring and reporting.
- Conducts follow-up meetings with clients, face-to-face, telephone, or electronic meeting portal, to discuss program referrals and services readily available.
- Recruits clients for program participation.
- Maintains ledgers of client interactions for reporting.
- Assists with completion of monthly, quarterly and annual reports, as needed.
- Conducts client assessments to best meet their needs.
- Monitors, links and coordinates services.
- Schedules training sessions for clients.
- Attends meetings for program development.

- Develops working relationships and collaborations with federal, state, local and non-profit organizations.
- Serves as an alternate instructor for various training courses, as needed.
- Builds positive working relationships with clients and colleagues.
- Participates in interviews, surveys and other qualitative assessments that serve the evaluation and data needs of the program.
- Submits data collection to support evaluation and oversight.
- Other duties may be assigned as deemed appropriate.

ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS
- Valid Driver's License
- Proof of Eligibility to Work in the United States
- Basic Computer Literacy Skills
- Demonstration of proficiency in verbal and written communication in English.

*All candidates for hire must complete a driving record and criminal background evaluation.