



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034  
Phone: 740-477-1655  
Fax: 740-474-9277  
Website: [www.picca.info](http://www.picca.info)  
Executive Director: Andrew Binegar

**JOB POSTING**

**DATE:** 5/9/2019

**DEPARTMENT:** Community Services

**POSITION TITLE:** Case Manager – Homeless Programs

**SALARY RANGE:** \$11 .00 - 12.00 hour Based on Education and Experience

**HOURS:** Monday – Friday 8 – 4:30. Hours may vary based on client needs

**JOB SUMMARY:**

To utilize skills necessary to meet customers and conduct interviews to determine individual needs and the programs available to best assist the customer's needs. This position will provide case management for participants in PICCA Homeless Programs.

**QUALIFICATIONS:**

- High school Diploma or GED required; undergraduate or associate degree or undergraduate work in human resources, social services or related field is preferred.
- At least one year experience working with homeless or in a social service setting preferred.
- Excellent computer skill using Word, Excel and web-based programs.
- Good communication skills, both verbal and nonverbal.
- Ability to maintain a positive, supportive, cooperative and professional attitude in interactions.
- Requires standing, bending, reaching and occasional lifting up to 50 pounds.
- Since this position requires case management home visits and appointments with clients, a valid driver license and ability to be insured by the agency's insurance company is required.

**DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.**

**DEADLINE FOR APPLICATION:** 5/22/19

**SEND RESUME' AND COVER LETTER TO THE ATTENTION OF:** Becky Hammond, Deputy Director, 469 E. Ohio Street, Circleville OH 43113 or email: [bhammond@picca.info](mailto:bhammond@picca.info)

**PICCA is an Equal Employment Opportunity Employer**

***Affirmative Action Policy Statement:***

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center  
97 Miller Avenue  
Ashville, Ohio 43103  
740-983-2530

Corwin Center  
Head Start  
145 East Corwin Street  
Circleville, Ohio 43113  
740-474-7411

Ohio Center  
Early Head Start/Head Start  
722 Clinton Street  
Circleville, Ohio 43113  
740-474-9544