



The Pantry of Broward – Case Manager

POSITION SUMMARY:

The Case Manager is responsible for providing services to the registered clients of The Pantry of Broward, Inc. This position involves providing services to our older population and grandparents who have legal custody of their grandchildren. This position involves providing resources that meet the needs of our clients, as well as serving as an advocate and liaison between community partners.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

- Ability to interact directly with clients and build positive relationships.
- Ability to gather personal and confidential information during the client interview process.
- Maintains accuracy Oasis, the client database, by updating client information.
- Set up, process, retire, and archive client records.
- Ability to develop relationships with other agencies to meet the needs of our clients.
- Maintain a community resource guide for clients served by The Pantry of Broward.
- Perform clerical duties to include data entry, reporting, providing monthly client success stories and or other duties assigned or deemed necessary.
- Contribute to team effort by accomplishing tasks in a timely manner.
- Ability to interact in a professional manner with staff.
- Ability to work in a fast-paced environment.
- Be exceptionally organized.
- Attend all meeting and training sessions

QUALIFICATIONS: [OR] Key Attributes of a Strong Candidate

Education/Experience: A bachelor's degree in social work or related field with at least two years of experience required. Non-profit experience is a plus. As a strong preference will be given for someone who has operated in a fast-growing environment with limited budgets and resources.

Language: Bi-lingual preferred in Spanish and/or Creole

- Ability to accept feedback, remain positive, and make changes accordingly
- Proficient in Microsoft Office with excellent oral, written, and interpersonal communication skills with a comfort in public speaking with knowledge of seniors and all types of food insecurities.
- Must be able to pass a Level II background check.
- Must possess a valid Florida Driver's License.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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