



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

## Job Announcement Position Description

<b>POSITION TITLE:</b> Case Management	<b>DEPARTMENT:</b> LIHEAP
	<b>LOCATION:</b>
<b>REPORTS TO:</b> LIHEAP Director	

**PURPOSE:**

Responsible for the prompt and accurate entry of all program data, client files into the IMS/DSGR system. Also authorizes and/or determines client files when necessary. Responsible for preparation of status reports to the accounting department and to the Program Director

**MAJOR RESPONSIBILITIES:**

- Ensures promptness and accuracy of all data entry
- Enters all client data into IMS/DSGR system
- Works with Assistant Director to assure correspondence between hard and soft information
- Cross checks all files with IDPA, Soundex, etc.
- Works with DCCA personnel on deletions, additions, changes

**QUALIFICATIONS:**

- Excellent communication skills
- Ability to work well with others
- Rapid typing or data entry speed
- Knowledge of CAPOLC LIHEAP program and requirements
- Knowledge of DCCA IMSH and DSGR requirements

**EDUCATION AND EXPERIENCE REQUIREMENT:**

High School or equivalent. Social Service experience preferred.

**BASIC SKILLS REQUIRED TO PERFORM THE JOB:**

Reading, writing, speaking, listening, problem-solving, analyzing, motivating, communicating, counseling, coaching, disciplining, performing basic math, organizing, detailing.

**OTHER REQUIREMENTS:**

While performing the duties of this position, the employee must maintain a current driver’s license and proof of insurance at all times. Employee is also required to retain a satisfactory driving record in order to maintain insurability under the organization’s insurance coverage.

For more information on this position contact:  
 Theresa Barnes, Human Resource Coordinator, (847) 249-4330 ext. 3317  
 Email resumes to: [theresa.barnes@caplakecounty.org](mailto:theresa.barnes@caplakecounty.org)

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