

# Central Wisconsin Community Action Council, Inc.

1000 Hwy 13  
P.O. Box 430  
Wisconsin Dells, WI 53965



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## Homeless Unit Case Manager – Dodge County

Part-Time Position

Wage Scale - \$17.00 - \$24.00 per hour (July 25, 2024)

*Central Wisconsin Community Action Council, Inc. is seeking a part-time employee to provide case management to homeless individuals and families and those in crisis in Dodge County. The ideal candidate should have knowledge of the low-income community and homelessness issues. Salary range is \$17.00 to \$24.00 per hour. If interested, please send a resume with a brief description of experience and talents to: Attn: Fred Hebert, CWCAC, Inc., PO Box 430, Wisconsin Dells, WI 53965. If you would prefer to discuss this position, please call Fred Hebert, Executive Director, at (608) 254-8353.*

### General Statement of Required Education, Knowledge, Skills and Abilities

- Degree preferred in a related field and at least two years' experience in a Human Services Agency
- Knowledge of low-income community and homelessness issues is essential
- Excellent communication, problem-solving, organizational skills and the ability to establish and maintain effective working relationships
- Exercise good judgment, accuracy, and maintain confidentiality at all times
- Ability to work independently and exhibit self-initiative
- Working knowledge of Microsoft Office for Windows preferred
- Requires own vehicle with insurance

### General Statement of Duties

- Provide case management to homeless families and individuals
- Referral and coordination with various County resources
- Provide case management for individuals and families in crisis while assisting with crisis funding options; this position is responsible to coordinate and cooperate with CWCAC's Homeless Unit Manager who is responsible for the agencies' Homeless Programs and all associated funding.
- Provide linkages with crisis rental and low-income rental resources
- Perform other duties as required

The above list is illustrative in nature. Central Wisconsin Community Action Council reserves the right to make adjustments to position descriptions, staff responsibilities policies and in order to meet the changing needs of the agency and those we serve.

### **Working Conditions:**

Employee must have the ability to work under a high level of stress due to deadlines, to deal with regular changes in tasks depending on funding sources the ability to maintain composure and objectivity when working in difficult situations and with difficult clients. Travel may be required within scope of this position, as well as periodic outstation travel. Regular office hours are maintained, with the exception of emergency situations and funding source requirements, which may occasionally occur, also must be able to work independently.

AN EQUAL OPPORTUNITY EMPLOYER

ADAMS COUNTY  
1874 Hwy 13  
PO Box 647  
Friendship, WI 53934  
(608) 339-0273



COLUMBIA COUNTY  
203 DeWitt Street.  
Portage, WI 53901  
(608) 742-3320

DODGE COUNTY  
134 South Spring Street  
Beaver Dam, WI 53916  
(920) 885-9559

JUNEAU COUNTY  
948 Herriot Drive  
PO Box 253  
Mauston, WI 53948  
(608) 847-1124

SAUK COUNTY  
505 Broadway  
Job Center, Suite B30  
Baraboo, WI 53913  
(608) 355-4812