



Disaster Recovery Case Manager: Edgecombe County Disaster Recovery Office is accepting applications for a full-time, time-limited Disaster Recovery Case Manager. This position performs duties related to the case management under the County's disaster recovery programs. This position is responsible for providing a wide variety of disaster recovery client services, including application intake, eligibility determination, needs assessments, referral to outside resources and supportive services, advocacy, and the development of long-term disaster recovery plans. Duties include maintaining case files in accordance with agency policies and program regulations, both in hard copy format as well as using an online case management system. The position requires the flexibility of providing assistance on some evenings and weekends as needed to meet client needs and availability. The work requires the ability to work with a team and provide good customer service. This position will report directly to the Disaster Recovery Director, but will at times receive direction from the County Manager and Assistant County Manager. *This position will be grant-funded for a disaster recovery program and is expected to last for 2 to 3 years. No guarantee is made for employment beyond the life of the grant-funded recovery program.*

A minimum of an Associate's Degree in human services, social services, or related field is required. A Bachelor's degree in a related field is preferred. Experience in disaster recovery programs preferred. At least two years of case management experience required. An equivalent combination of education and experience may be accepted.

Valid North Carolina driver's license, pre-employment drug testing and background check required.

A detailed job description is available upon request.

Starting Salary: \$31,050 (with excellent benefits that total over \$9,000 annually)

Closing Date: Opened until filled

Interested candidates must complete and submit an Edgecombe County Application Form. **The application may be obtained online at www.edgecombecountync.gov/ or applications are available at the Human Resources Office, 4th Floor of the Administration Building - 201 St. Andrews Street, Tarboro, NC 27886.**

Send application to: Edgecombe County Human Resource Department, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County is an Equal Opportunity Employer.