

Job Opening for Community Connect Case Manager

Reports to: Executive Director

Date: January 8, 2024

Mission: United Way of Baldwin County's collaborative effort with health and human service agencies work to build, grow and enhance the well-being of citizens in Baldwin County.

Program: Community Connect is United Way of Baldwin County's communications, client entry and referral system that allows United Way agencies to track and refer clients to other agencies. Coupled with a case manager, the program provides a holistic response to client needs to enhance the overall well-being of the client.

Essential Functions Include

Managing the United Way of Baldwin County Community Connect database including obtaining an in-depth knowledge of the database functionality and identifying new ways to improve the program.

Working with United Way of Baldwin County agencies to train, assist, and support the usage of the database including developing best practices and procedures.

Engaging with clients and agencies to work referrals as needed. This will require obtaining an in-depth knowledge of the agencies and programs available for Baldwin County clients.

Monitoring the usage of the database to ensure that referrals are worked and closed as needed. This will require regular communication with agencies to identify and address any issues with the program.

Other responsibilities as assigned.

Job Requirements

High School Diploma

Excellent communication both verbal and written

Highly proficient in Microsoft Office products

Excellent time management skills and ability to multi-task and prioritize work

Highly organized with the ability to work well with a team and independently

Position type

Part-time (20 - 25 hours weekly), hourly



United Way of Baldwin County

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

To apply:

Please send a resume, three references, salary requirements and any other considerations to msimpson@unitedway-bc.org. Deadline to apply is Friday, January 26th.

United Way of Baldwin County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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