



# *Immediate Job Opening*

**Job Title:** Social Services Lead

**Job Summary:** The primary responsibility for this position is the leadership and oversight of the Social Services department. Assisting the Community Registered Dietitian in the supervision of employees in the department including the completion and accountability of department employee's work responsibility. Working with Feeding Texas and the Health and Human Services Commission (HHSC) on requirements for the program as well as educate and assist eligible clients with social service applications.

## **Job Duties:**

- Meet all contractual requirements and deliverables per State Plan.
- Stay up-to-date with procedural changes by HHSC and/or Feeding Texas.
- Supervise all reports and work turned in by Case Assistance Navigator.
- Provide thorough application assistance to potentially eligible populations.
- Assist with completion of the application form and submission to HHSC.
- Help client to gather all required documentation.
- Contact appropriate agencies and individuals on behalf of the client to acquire documentation.
- Communicate with HHSC contact person, at the request of clients, to clarify specific requirements and rules.
- Identify and establish partnerships with existing community organizations. Provide them with social services/education materials for distribution.
- Obtain follow-up information on the case outcomes of persons assisted.
- Compile monthly service reports and logs for department including services provided, reimbursements, and expenses.

## **Qualifications:**

- Possess a high school diploma or equivalent.
- Associate degree in relevant field and/or equivalent work experience.
- Bi-lingual (Spanish & English) preferred.
- Customer service oriented and have knowledge of hunger and poverty issues.
- Excellent written and verbal communication skills including the ability for effective public speaking.
- Skills in computer applications; i.e., Internet, Microsoft Word, Excel, Access
- Ability to work Monday thru Friday with some evening and weekend work.
- Ability to work independently with minimum supervision.

**Rate of Pay:** \$15.50

**Job Closing Date:** Monday September 20, 2021

Please complete an internal application and submit to Martha Cabrera, Human Resources at 826 Krill Street, Corpus Christi, TX 78408.