

Browns Energy Department of Public Safety

**Disaster Case Manager (DCM)**

\*This position is fully grant-funded and will be maintained as long as funding is available

About the Position:

The Disaster Case Manager (DCM) is responsible for providing comprehensive case management services to disaster survivors, guiding them through the recovery process. This position involves assessing individual needs, assisting with resource navigation, and ensuring survivors receive the necessary support to recover from the disaster. The role requires close coordination with local, state, and federal resources to ensure effective delivery of services and successful long-term recovery for survivors.

Responsibilities/Expectations:

- conduct intake and assessments to identify survivors' unmet needs and develop personalized recovery plans
- maintain consistent and clear communication with assigned survivors regarding application, documentation, and information on assistance available to eligible survivors
- ensure compliance with FEMA, HUD, and state disaster recovery regulations and follow established Standard Operating Procedures (SOPs) and policies to guide the case management process
- assist survivors in understanding resources available for disaster relief
- assist in the development and implementation of outreach efforts to ensure all eligible survivors are aware of available resources
- support the Disaster Case Management team in achieving program goals and objectives

**Salary**

\$40,442.00 - \$70,774.00 Annually

**Location**

Multiple - See Job Description - Brownsville, NC

**Job Type**

Time-Limited Full-Time

**Remote Employment**

Flexible/Hybrid

**Job Number**

24-13715

**Department**

Dept of Public Safety

**Division**

Chief of Staff

**Job Class Title**

Administrative Officer

**Position Number**

65033475