HAMILTON COUNTY
LONG TERM RECOVERY GROUP
Community Led. Recovering Together.

www.hcltrg26.org
info@hcltrg26.org

Lead Disaster Case Manager (DCM Supervisor)

The Hamilton County Long Term Recovery Group is hiring Disaster Case Manager Supervisor to oversee Case Managers and to walk alongside Hamilton County affected neighbors recovering from the 2026 flood. This is a short-term, grant-funded contract position. This person helps each affected neighbors build and carry out a clear, neighbor-led recovery plan, from intake to closure, with dignity and care.

Details

- Position: Paid, part-time hourly contract
- Hours: Varied, based on caseload
- Funding: Grant-funded, short-term
- Service area: Hamilton County, Indiana, travel reimbursement provided
- Reports to Steering Committee
- Compensation: $40/hr for up to 30 hours per week
- Applicant responsible for own independent contractor liability insurance
- Criminal background check and a child abuse registry clearance required

Key Responsibilities

- Supervise, coach, and support Case Managers; hold regular case reviews and reflective supervision to prevent burnout.
- Assign and maintain cases of about 25–35 affected neighbors per case manager.
- Set case management standards aligned with national CM practice: intake, assessment, recovery planning, advocacy, and closure.
- Review and approve case files before they go to the Unmet Needs Roundtable to be presented with dignity and confidentiality.
- Manage duplication-of-benefits inquiries with FEMA, insurance, SBA, and other providers.
- Coordinate referrals with mental health, emotional and spiritual care, legal aid, housing, and benefits partners.
- Carry a small caseload of the most complex households.
- Report caseload data, outcomes, and trends to the Steering Committee and CM Chair

Preferred Qualifications

- Bachelor's degree in social work, human services, or a related field, or equivalent experience.
- 4+ years of case management, including 2+ years supervising case managers.
- Strong understanding of trauma-informed care.
- Disaster case management experience or FEMA/national DCM training.
- Not directly impacted by this flood event to remain eligible for services yourself
- Strong organizational and communication skills, written and verbal
- Comfortable learning basic computer and case-management software
- Valid Indiana driver's license, reliable vehicle, and willingness to travel within Hamilton County
- Bilingual English/Spanish.

Training and How to Apply

All Case Managers complete a free, full-day training before taking cases. Lunch is provided. Send your resume to us at INFO@HCLTRG26.ORG to apply or learn more.

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Disaster Case Manager (PT)

Position Overview

The Hamilton County Long Term Recovery Group is hiring Disaster Case Managers to walk alongside Hamilton County affected neighbors recovering from the 2026 flood. These are short-term, grant-funded contract positions.

Details

- Position: Paid, part-time hourly contract
- Hours: Varied, based on caseload
- Funding: Grant-funded, short-term
- Service area: Hamilton County, Indiana, travel reimbursement provided
- Reports to Case Manager Supervisor and Steering Committee
- Compensation: $25/hr for up to 20 hours per week
- Applicant responsible for own independent contractor liability insurance
- Criminal background check and a child abuse registry clearance required

Key Responsibilities

- Serve as affected neighbors main point of HC LTRG contact throughout their recovery
- Conduct outreach, intake interviews and assess for urgent needs
- Build an individualized disaster recovery plan with each survivor
- Connect affected neighbors to housing, financial, and social service resources
- Advocate for affected neighbors with agencies and community partners
- Staff survivor needs with Supervisor to present to the Unmet Needs Roundtable
- Track progress and document case activity in the case-management registry

Preferred Qualifications

- High school diploma required; bachelor's degree preferred
- Not directly impacted by this flood event to remain eligible for services yourself
- A compassionate, culturally responsive approach with people in crisis
- Strong organizational and communication skills, written and verbal
- Comfortable learning basic computer and case-management software
- Valid Indiana driver's license, reliable vehicle, and willingness to travel within Hamilton County
- Bilingual English/Spanish

Training and How to Apply

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