



Case Manager –Palo Duro II

Remarkable work begins with remarkable people.

Neighborhood Services Organization (NSO) is a 100-year-old nonprofit serving the at-risk and **homeless** of the Oklahoma City community. Our programs provide housing solutions and teach skills to transform lives. As the only nonprofit of our kind in Oklahoma we look for people with different skill sets at varying experience levels. Results-driven professionals eager to tackle large projects thrive at NSO.

Why apply for Case Manager – Palo Duro II at NSO?

You are our primary strength. We know it is your contributions, expertise and creativity that drives what we do. So, we strive to maintain an atmosphere that brings out the best in each employee, create a feeling of ownership and fosters a unique culture.

Sound like a good fit? Keep reading to see how you can join a life changing mission.

As a Palo Duro II Case Manager, you are part of our Housing staff that assist in the management of NSO's permanent supportive housing to those who experience chronic homelessness and who have been diagnosed with a mental illness. Acting as the first line of support to the 14 individuals who call Palo Duro II their home, you will focus on providing a safe, clean, and welcoming environment for clients and visitors.

Prior experience working with the homeless or under served population is a plus! Can you keep accurate records, follow up with clients, track progress, promote goals and make appropriate referrals? Do you have basic knowledge of computer literacy skills, have an attention to detail, patience, and the ability to handle multiple projects and task simultaneously? Can you work up to 24 hours per week and have reliable transportation? If so, keep reading how NSO will help you succeed in this role.

Still reading? Here are the minimum job requirements.

High School Diploma or GED, clearance of background check, have a clean driving record, and pass a drug screen are requirements for this role. This position is considered a safety sensitive position, and therefore exempt from the Oklahoma Medical Marijuana Act.

If this position sounds like a perfect fit, we would love for you to apply!

Please visit [Careers - Neighborhood Services Organization \(nsookc.org\)](https://nsookc.org) to read the full job description, complete an online application, and submit your cover letter and resume.

Important! If you do not receive an email from us after you have applied:

- First, emails may take up to 15 minutes to send, refresh and check again.
- Second, check your spam and junk folders from NSOOKC.org, mark as "Not Spam" to ensure future emails are sent to your inbox.
- Third, we will send communications to whatever email account you indicated on your application/ resume.

An Equal Opportunity Employer

NSO pledges its full support to equal employment opportunities (EEO) for all persons regardless of race, color, religion, sex, national origin, genetic information, age, disability, gender identity, sexual orientation, military/ veteran status, or any other characteristic protected by law.

