

Job Title	Lead Case Manager
Employer/ Agency	Catholic Charities
Job Description	<p>Catholic Charities is seeking a Lead Case Manager for its Fort Bend County Services Department with an emphasis on training and supervision. This position will supervise paid and volunteer case managers and college interns. The individual selected will be responsible for providing and delivering services to vulnerable adults with an emphasis on seniors: assessment, case planning, case management, education, counseling and appropriate referrals to community resources. Additional responsibilities include providing administrative support: assisting with orientation of staff, case consultation, tracking of documentation and reporting.</p> <ul style="list-style-type: none"> • The Lead Case Manager participates in the supervision, support and training of paid and volunteers case managers. In addition they will be responsible for the recruitment and supervision of college interns to support center programs such as Learn to Cook and Grandparents Raising Grandchildren. • Conducts comprehensive bio-psychosocial assessments of clients' needs through home visits; makes appropriate referrals to secure necessary supportive services; develops and monitors client service plans to ensure consistency of service(s); provides money management assistance through referrals to appropriate available resources; coordinates transportation to appointments. Provides supportive counseling and offers information/support to the clients. Works with Lead Case Manager on a weekly basis to assess for delivery of case management service per policy and standards of practice. Utilizes Healthy IDEAS principles, tools and interventions to screen, detect and educate about depression and mental health issues; provides referrals as needed. Collaborates with parishes/service providers (internal and external) to coordinate and advocate for client needs including but not limited to medical, mental health, physical, financial, spiritual and social support. Participates and assists in annual educational and social enrichment client luncheons and other special projects. On an ongoing basis evaluates needs for clients' continuation in the program with quarterly reviews and annual reassessments. • Uses Efforts to Outcomes (ETO) to maintain accurate and timely client records per COA, HIPAA and Program Operations Manual. Other required databases to use are Coordinated Assistance Network (CAN), ETO. Files all necessary forms and documents to maintain compliance with Record Reviews. Compiles and submits reports accurately and timely. Conducts Record Reviews. • Works and coordinates client's services with Program Volunteers. Follows-up on volunteer's documentation and remain abreast of any concerns.

	<ul style="list-style-type: none"> • Participates in professional self-development via supervision and continuing education classes. Maintains licensure requirements. • Performs other duties as required such as participating in staff retreats, United Way tours, agency fairs and speaking engagements, assisting with special organizational projects/events, training and orientation of program volunteers and/or students.
Qualifications	<ul style="list-style-type: none"> • Master's degree in Social Work from an accredited university, preferably a LMSW or LCSW with gerontology concentration. • Two years' experience in field of social work services • One year experience supervising staff and or/interns. <p>PREFERRED: Bilingual-English/Spanish</p>
Salary/Hours	\$48,000
Employer/Agency	Catholic Charities
City, State, Zip	Fort Bend
Contact Person	Beth Zarate
Telephone Number	(832)768-4320.
Application Method	Apply online at www.catholiccharities.org
Opening Date	4/10/17

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