

<b>Job Title</b>	Lead Case Manager –Fort Bend Area
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>Catholic Charities is seeking a Lead Case Manager in our St. Jerome’s Home for Children program.</p> <p><b>PRINCIPAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Provide case management services to a small caseload of youth. Provide leadership and staff support to the URM Case Managers to ensure quality of services to URM clients.</li> <li>• Provide direction and supervision for St. Jerome’s Foster Care staff, including the development of performance plans and performance evaluations, recruiting, hiring and training staff.</li> <li>• Provide leadership to case management staff, including planning and coordinating program activities, providing guidance, direction and support to placement staff in service planning for children and families and ensuring safe and stable placements for youth.</li> <li>• Responsible for on call support to case managers, foster parents and other program staff. This on call responsibility includes phone consultation and on-site crisis support and intervention.</li> <li>• Manage case management operations of the program, including assessing effectiveness of program services and procedures; assisting in the development of annual work plans and regularly monitoring results against plans; securing accurate service statistics/reports and submitting as required; ensuring that service documents are correct and submitted to managing entities in a timely manner; keeping Associate Program Director and Director apprised of service issues, trends and implications.</li> <li>• Complete visits to each home a minimum of twice per year to assist case management staff in their development as a case manager.</li> <li>• Ensure that all programs comply with appropriate standards, (URM, USCCB, COA, TDH, and TDPRS). Supervisory record reviews are completed quarterly with each program maintaining a level of at least 85% for each standard and that action plans are developed to ensure standards are met.</li> </ul>

	<ul style="list-style-type: none"> <li>Plan and participate in agency related meetings, team meetings and external meetings as required.</li> <li>Perform other duties as assigned by the Associate Program Director such as participating in staff retreats, program tours, agency fairs and speaking engagements, assisting with special organizational projects/events, etc.</li> </ul>
<b>Qualifications</b>	<p><b>MINIMUM EDUCATION:</b></p> <p>LCSW or Master’s degree in social work or related field, preferred with license</p> <p>Current LCPAA license or eligible to obtain within 12 months of employment</p> <p><b>MINIMUM SKILLS AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>Multicultural and Bilingual in relevant languages required.</li> <li>Knowledge of Social Work Principles and Ethics</li> <li>Extensive clinical knowledge in child development, grief and loss issues, attachment and bonding, family dynamics, adoption and foster care issues.</li> <li>Two years’ experience in child placement preferred.</li> <li>Two years supervisory experience preferred.</li> <li>Experience working with juveniles, especially adolescents and families.</li> <li>Working with immigration related agencies and system</li> <li>Ability to work collaboratively with all stakeholders and maintain professional courteous demeanor</li> <li>Ability to keep accurate personnel files, handle and maintain confidential information.</li> </ul>
<b>Employer/Agency</b>	Catholic Charites of the Archdiocese of Galveston-Houston
<b>Address</b>	2900 Louisiana
<b>City, State, Zip</b>	Houston, TX 77006
<b>Contact Person</b>	Guadalupe Bravo-Perez



<b>Contact Title</b>	Human Resources Generalist
<b>Telephone Number</b>	713-874-6623
<b>Fax Number</b>	713-526-1546
<b>Email Address</b>	<a href="mailto:gbravoperez@catholiccharities.org">gbravoperez@catholiccharities.org</a>
<b>Application Method</b>	<a href="http://www.catholiccharities.org">www.catholiccharities.org</a>
<b>Opening Date</b>	8/25/2015

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.