

Job Title	Case Manager – VIP Program (Veterans In Progress)
Employer/ Agency	U.S.VETS-Houston
Job Description	<p style="text-align: center;"><u>VIP Case Manager</u></p> <p>This position reports directly to the VIP Coordinator in coordination with the Clinical Director of United States Veterans Initiative - Houston.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Assesses the appropriateness of veterans referred to the VIP program; this assessment includes any problems, needs, or barriers identified in the following areas: Employment, Housing, Financial, Sobriety, Legal, Family/Social, and Medical/Psychiatric.• Facilitates client intake process.• Collaborates with veterans to complete Benchmarks (goals and objectives) and an Individual Action Plan to plan for the veteran's goals and transition.• Ensures all required documents are present, complete, signed by the veteran and case manager, and placed in the correct order in his/her file.• Meets with each veteran in caseload regularly to review progress and documents whenever outcomes of Benchmarks are achieved, reassessed, or ongoing and revises plan accordingly.• Completes discharge summaries documenting all progress toward Benchmarks, date of discharge, and disposition of the veteran.• Coordinates with the Operations Manager/Program Assistant with the collection and accuracy of all program rents, bus token and wash money logs.• Assists in quality management activities, data collection, and preparing reports.• Facilitates client groups or classes, i.e., Substance Abuse Education, Group Process, Money Management, Transition, etc., in at least one of the Benchmark areas.• Conducts random drug and alcohol screenings of clients.• Maintains confidential and thorough client records.• Performs other duties as required. <p><i>United States Veterans Initiative is a non-profit organization whose mission is the successful reintegration of homeless and at-risk veterans to their highest level of independence.</i></p>

Qualifications	<u>Requirements:</u> <ul style="list-style-type: none"> • Bachelor's Degree in Social Science field required • License in Substance Abuse Counseling preferred. • Strong oral and written communication skills. • Experience facilitating support groups. • Professional manner and appearance. • Experience working with homeless and/or veterans. • Experience working within federal grant guidelines. • Ability to work independently and within a team. • Ability to take direction. • Ability to work effectively with diverse group of clients, staff, and community members.
Salary/Hours	Regular office hours, with some flexibility for some evenings
Employer/Agency	U.S.VETS - Houston
Address	4640 Main St.
City, State, Zip	Houston TX, 77002
Contact Person	Ruby McDavis
Contact Title	Human Resources
Telephone Number	832-390-3629
Fax Number	281-888-5306
Email Address	ushumanresourcesapplications@gmail.com
Application Method	To complete an application: https://www.paycomonline.net/v4/ats/at-jobopportunities.php?clientkey=AC964D99781EE6B7BAD7D79276AA0397 .
Opening Date	8/17/16 – 9/02/16

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