

Job Title	Bilingual Case Manager/Social Worker II
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>The <u>Senior Services Department</u> of Catholic Charities is seeking a Case Manager, Social Worker II .</p> <p>JOB SUMMARY Case Manager/Social Worker II is responsible for providing and delivering services to senior clients, coordinating and supervising certified volunteers and working as part of a team. Services include assessment, planning, case management, education, counseling and appropriate referrals o community resources. The successful candidate will have at least two years of experience working with older adults.</p> <p>PRINCIPAL DUTIES</p> <ul style="list-style-type: none"> • Conducts comprehensive psycho-social 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 budget management assistance and monitoring as well as referrals to appropriate available financial resources. Provides extensive case management on an ongoing basis in clients’ homes. Utilizes Health IDEAS, Economic CheckUP screenings, and Benefits CheckUp screenings on all clients as well as other evidence-based models as needed. Collaborates with service providers and parishes to coordinate and advocate for client needs including but not limited to medical, benefits. • Uses Efforts to Outcomes (ETO) to maintain accurate and timely client records per COA, HIPAA and Program Operations Manual. Other databases may be required such as local disaster recovery. Files all necessary forms and documents to maintain compliance with Record Reviews. Compiles and submits reports accurately and timely. Conducts Record Reviews. • Participates in professional self-development via supervision and continuing education classes. Maintains licensure requirements. Supervises social work student interns and works with the faculty advisors. • 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	<p>MINIMUM EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Master’s Degree in Social Work from an accredited university, preferably in gerontology concentration; LMSW, LCSW or temporary license and/or eligible to obtain licensure within 12 months of hire date. <p>MINIMUM SKILLS AND EXPERIENCE REQUIREMENTS</p> <ul style="list-style-type: none"> • Two years of experience specifically with the senior population preferred. Internship hours apply. • Bilingual Spanish/English <u>required</u>.

	<ul style="list-style-type: none"> • Preferred knowledge of community resources for seniors. • Strong interview and assessment skills. • Ability to work under pressure and manage deadlines. • Knowledge and experience with Word and Excel spreadsheet and word processing programs. • Strong verbal and written communication skills. • Ability to handle and maintain confidential information. • Must be able to work as a member of a team. • MS Office Suite (Word, Excel, Access). <p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • Must have reliable transportation, valid Texas driver's license and valid vehicle insurance • Position requires driving. • Must be able to work on a flexible schedule as needed to meet deadlines.
Salary/Hours	Depending on the experience
Employer/Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Address	2900 Louisiana St
City, State, Zip	Houston, TX 77006
Contact Person	Lidija Zapata
Contact Title	HR Coordinator
Telephone Number	713-874-6597
Fax Number	713-874-6787
Email Address	lzapata@catholiccharities.org
Application Method	http://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=769
Opening Date	As soon as possible

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