

Job Title	Bilingual Case Manager
Employer/ Agency	Catholic Charities
Job Description	<p>The Basic Needs Case Manager is responsible for:</p> <ol style="list-style-type: none"> 1. completing Intakes, Basic Needs Life Areas 2. Assessments and Service Plans for referred clients; casework includes providing supportive services, information and referrals, and general service navigation and advocacy to help clients move towards self-sufficiency. 3. Case Manager will work within the framework of the Bridges to Hope Service Delivery Model and meet obligations related to continuous quality improvement as well as accreditation standards. 4. Responsible for maintaining client information in accordance with HIPPA laws and agency policies and gathering and reporting data in ETO and other data entry systems. 5. Also assists with providing direct services to food pantry clients when necessary to support existing pantry staff.
Qualifications	<p>BSW and at least 2 years of social service experience after graduation; MSW preferred.</p> <p>MINIMUM SKILLS AND EXPERIENCE REQUIREMENTS</p> <ul style="list-style-type: none"> • Bilingual in English and Spanish (proficiency in both oral and written communication) is required. • Two years of experience working in a social service agency. • Ability to respond compassionately to the poor, terminally ill, homeless and crime victims while maintaining appropriate and professional boundaries. • Knowledge of case management and behavior appropriate to professional office settings. • Demonstrated knowledge of community resources for the populations served. • Strong Interviewing skills. • Familiarity with resources in the greater Houston area Ability to work with diverse populations in crisis situations. • Must be able to practice and maintain client/program confidentiality, while at the same time function as a collaborating staff/team player • Knowledge of Microsoft Office • Must have reliable transportation, valid Texas driver's license and valid vehicle insurance. • Position requires occasional driving in personal vehicle and/or Agency vehicle to include freeways and highways to satellite offices, job fairs, and offsite meetings and events, throughout the 10 counties Catholic Charities serves from Galveston to Richmond and surrounding towns as needed. • Must be able to work on a flexible schedule as needed to meet work,

	program and project deadlines; must be able and willing to assist other staff in an unexpected and/or emergency situation.
Salary/Hours	Based on Education & Experience
Employer/Agency	Catholic Charities
Location	Guadalupe Center
City, State, Zip	Houston, TX
Application Method	Apply at https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4625&clientkey=C184945087565AE7BAA81D76126F1823
Opening Date	08/01/2018

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