

Job Title	Case Manager
Employer/ Agency	Humble Area Assistance Ministries
Job Description	<p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Provide housing assistance to clients in the Rapid Rehousing program. • Provide services in accordance with HAAM policies and procedures and Coordinated Access standards of care. • Conduct home visits and assess client needs, establish mutual goals and objectives with client, face to face follow-ups, and conduct review of services, preparation for discharge and after care services. • Advocate on behalf of clients to access community services • Maintain clients' charts updated at all times, in accordance with HAAM policies and procedures and grant related standards • Attend weekly meetings and/or as scheduled by Coordinated Access and serve as liaison between HAAM and Community Agency • Work closely with Program Director, Agency Case Managers, Housing Navigator, Community Agencies and resources. • Maintain a professional demeanor at all times, when communicating with clients, staff, and community agencies. • Have reliable transportation
Qualifications	<ul style="list-style-type: none"> • Master's degree in Social Work or related Social Services field. • Experience conducting home visits. • Experience addressing the needs of clients that are homeless. • Experience providing Case Management, demonstrated knowledge of community resources. • Strong written and oral communications skills. • Computer skills and familiarity with database systems such as HMIS. • Ability to work independently, attention to detail, meet deadlines and handle multiple tasks. • One - two years of experience working in a social services, faith based agency, specifically with a low income population
Salary/Hours	8:30am to 4:30pm
Address	1302 1 st Street E
City, State, Zip	Humble, Texas 77338

Contact Person	Ester G. Valladares, LCSW
Contact Title	Program Director
Email Address	evalladares@haaministries.org
Application Method	Please e-mail application to above e-mail address
Opening Date	12/21/2015

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