

Job Title	Case Manager (position #02618)
Employer/ Agency	Harris County
Job Description	<p>Assist clients with a range of concerns including, but not limited to, financial assistance, location of shelter or housing, job preparedness, etc. Interviews and determines nature and degree of problems through the completion of comprehensive assessments. Secures information such as medical and social factors that contribute to the client's situation. Clients are assisted either with various programs within the agency or clients are assisted with referrals to various community resources or the Housing and Community Resource Center.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Plans, seeks and monitors services on behalf of the client system.• Interviews and counsels individuals and families requiring assistance with personal and family adjustments.• Interviews and determines nature and degree of problems through the completion of comprehensive, multi-dimensional assessment and frequent re-assessments.• Secures information such as medical and social factors contributing to the client's situation.• Maintains quality control over work assignments.• Reads and interprets regulations pertaining to the administered programs.• Drafts correspondence and chronologically documents files.• Makes home visits 50% of the time. Interacts and networks with other community agencies that clients are referred to on a routine basis.• Counsels clients regarding plans for meeting needs; refers clients to community resources and other organizations.• Accesses and records client and community resource information, manually or using computer equipment to input and retrieve information.

	<ul style="list-style-type: none"> • Compiles records and prepares reports. • Reads and interprets regulations pertaining to the administered programs. • Establishes and maintains effective working relationships with co-workers and the general public.
Qualifications	<ul style="list-style-type: none"> • Bachelor of Social Work degree or Master of Social Work degree from an accredited college/university. • Licensed Bachelor Social Worker (LBSW) or Licensed Master Social Worker (LMSW). (Applicants who are not licensed are expected to obtain a state license within one year of employment.) • Bilingual in English and Spanish. • Good written and oral communication skills. • Working knowledge of word processing skills. • A valid driver's license and liability insurance.
Salary/Hours	DOE Monday-Friday 8AM-5PM
Address	1310 Prairie Street, Ste. 170
City, State, Zip	Houston, TX 77002
Telephone Number	713-274-5445
Email Address	employment@bmd.hctx.net
Application Method	Online at http://www.harriscountytexas.gov/hrrm/employment.aspx
Opening Date	12/01/17 Application period closes 12/29/17 at 11AM

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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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