

<b>Job Title</b>	Case Manager, Cradles Project
<b>Employer/ Agency</b>	The Council on Alcohol and Drugs Houston
<b>Job Description</b>	<p><b>Description of Position</b></p> <p>This position intervenes with pregnant and post-partum women and women of child-bearing age identified as high risk for substance use or who are currently using substances in order to reduce the incidence of drug exposure of their unborn, newborn and young children, facilitates a healthy birth outcomes and a healthy start to family life for all participants.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provides screenings/assessments, case management, referral coordination, parenting education, substance abuse education and intervention and identification of critical needs</li> <li>• Develops and maintains relationships with community partners in various community-based agencies, maternal and child health providers, Medicaid providers, FQHC's, OSAR, CPS and other appropriate providers where screenings and other services will be conducted or who may be referral sources</li> <li>• Coordinates services across systems such as maternal/child health providers, CPS, Medicaid providers, FQHCs, and OSARs</li> <li>• Enters all screenings, assessments, case notes, and other funder or agency required data into funder and Council data systems in a timely manner</li> <li>• Performs other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><b>Job Requirements</b></p> <p><b>Education:</b> Bachelor's degree in social work, Master's preferred</p> <p><b>Required Experience:</b> Passion for working with high risk women and in substance abuse field Working knowledge of client/community resources and experience in developing relationships with same</p> <p><b>Preferred Experience:</b> Two years case management experience Two years working in the field of behavioral health, including substance abuse</p> <p><b>Required Skills:</b> Above average computer skills: Microsoft Word and Excel; CMBHS proficiency preferred Bilingual English/Spanish strongly preferred</p>
<b>Salary/Hours</b>	Mon. – Fri.; 8:30 AM – 5:00 PM (occasional evenings and/or weekend hours)

<b>Employer/Agency</b>	The Council on Alcohol and Drugs Houston
<b>Address</b>	P.O. Box 2768
<b>City, State, Zip</b>	Houston, TX 77252
<b>Contact Title</b>	Human Resources Coordinator
<b>Fax Number</b>	FAX: 713-400-0653
<b>Email Address</b>	HR@council-houston.org
<b>Application Method</b>	Fax or E-Mail Resume and Cover Letter
<b>Opening Date</b>	January, 2015

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