

Job Title	Case Manager
Employer/ Agency	Crisis Assistance Center (formerly Montgomery County Emergency Assistance)
Job Description	<p><u>Core functions:</u></p> <ul style="list-style-type: none"> • Provide social service case management to basic crisis clients and Hand Up Initiative clients. • Oversee client service plans and asset building for Hand Up Initiative and basic crisis needs clients. • Manage data entry and outcome reporting for Hand Up Initiative program and basic crisis needs clients. • Assist and support Director of Operations with program audits. • Perform other duties as assigned by Director of Operations & Programs. <p><u>Essential skills/traits:</u></p> <ul style="list-style-type: none"> • Servant heart • Client centered approach • Solution focused • Excellent communicator • Team player • Willing to take initiative • Strong organizational skills • Maintain client dignity and confidentiality • Skills at holding clients accountable
Qualifications	<ul style="list-style-type: none"> • High School diploma or GED required, Bachelor’s degree preferred • 2 or more years’ experience required in human and social services, focused on homelessness prevention, basic crisis needs and services. • Basic computer and data base skills (Word, Excel, Power Point, web based databases) • Bilingual Spanish preferred
Salary/Hours	\$15-\$18 per hour, DOE/Monday – Friday, 8am-5pm

Employer/Agency	Crisis Assistance Center
Address	1022 McCall Avenue
City, State, Zip	Conroe, TX 77301
Contact Person	Penny Wilson
Contact Title	Director of Operations & Programs
Telephone Number	936-539-1096
Fax Number	936-539-9239
Email Address	penny@cac-mctx.org
Application Method	Email cover letter and resume to penny@cac-mctx.org
Opening Date	2/3/2016

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