

Job Title	Director of Case Management and Assistance
Employer/ Agency	Memorial Assistance Ministries (MAM)
Job Description	<p>The Director of Case Management and Assistance leads, supervises, supports, trains and evaluates the performance of a team of professional case managers, para-professional case workers, college interns and community volunteers to effectively engage and assist a diversity of clients whose presenting circumstances are often complex. The Director is thoroughly knowledgeable of local, state and federal resources for families and individuals. The Director plans and oversees data collection and analysis, produces reports for MAM, funders and collaborative partners, and administers grants. She/he administers an annual budget of client financial assistance, manages on-site partner projects and events such as health/medical screening and immunizations. She/he also coordinates with public school personnel, community health providers and other key providers of services for families. The Director reports to the Senior Vice President of Programs.</p> <ul style="list-style-type: none">• Develops and implements performance/work plans for all assigned staff, interns and volunteers; monitors and evaluates progress.• Ensures that supervisees have the skills, training and experience they need to do their jobs well. Routinely meets with those assigned for purposes of supervision, case review, training, mentoring and guidance; leads team meetings.• Routinely monitors client outcomes and the client experience to ensure goal achievement and success; recommends/implements adjustments to methods and practice when needed.• Routinely analyzes client data, files and records for accuracy, thoroughness, timeliness to ensure adopted standards are met• Ensures that all confidential information collected, entered or handled is protected from breach of confidentiality.• Manages government and private grants, including

	<p>preparation of reports and audit events.</p> <ul style="list-style-type: none"> • Determines the type and amount of assistance and length of time assistance is to be provided.
Qualifications	<p>EDUCATIONAL REQUIREMENTS Master's degree in Social Work</p> <p>EXPERIENCE/SKILL REQUIREMENTS</p> <ul style="list-style-type: none"> • Fully fluent in English (read, write, and conversation) • Spanish fluency (read, write, and conversation) – a plus! • 5 years' experience supervising case managers in a nonprofit, family-serving social services setting. • Knowledge of federal, state and local program and services for families, including other social service organizations in the Houston area. • Proficiency in Microsoft Office, email, Internet, database, etc.
Salary/Hours	<p>Full-Time, DOE</p> <p>Availability to work evenings and weekends in order to accommodate the scheduling of clients and/or to support or attend events of, for, or on behalf of MAM.</p>
Employer/Agency	MAM
Address	1625 Blalock Road
City, State, Zip	Houston, TX 77080
Application Method	By email to mcox@maministries.org – send cover letter, resume and salary expectations.
Opening Date	Immediately

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

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