

Job Title	Case Manager (PT)
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>BASIC RESPONSIBILITIES Provide Casework services to clients. Update serveTracker data base with case management notes. Assist Manager of Social Services with implementing quality assurance measures by effectively tracking client referrals and outcomes.</p> <p>SPECIFIC RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provide direct case management or referrals to clients, including home visits when appropriate 2. Follow up on senior-client referrals made including those made by Manager and Interns with both clients and referral agencies as appropriate 3. Transfer, manage and update case management notes in the servTracker database 4. Undertake research to expand and qualify referral agencies. 5. Prepare and submit reports as required. 6. Work with Volunteer Services to provide various services to IM seniors, including AniMeals, home repairs, friendly visitor/disaster buddies. 7. Assist with other tasks as assigned by supervisor
Qualifications	<p>QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. Degree in Social Work required. 2. Client case work experience preferred. 3. Enjoy working with senior citizens. Experience working with low-income elderly a plus. 4. Must be able to maintain a work pace adequate to keep all computerized and paper records complete and accurate in a timely fashion. 5. Excellent interpersonal skills and must be able to communicate effectively verbally and in writing. 6. Ability to prioritize tasks and manage time. 7. Must have good judgment and be able to work with minimal supervision. 8. Automobile, valid driver's license and automobile liability insurance required. <p>COGNITIVE & PHYSICAL DEMANDS</p> <ol style="list-style-type: none"> 1. COMMUNICATING - Pleasant phone manner, patience, good listening skills, interviewing skills, and able to give recommendations and/or instructions in a manner suitable for geriatric clients. 2. DATA ENTRY- Strong attention to detail, with information entry into databases on a daily basis. 3. COMPUTING - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them on a daily basis. 4. ANALYZING - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

	<p>5. COMPILING - Gathering, collating, or classifying information about data. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.</p> <p>Sitting while driving, standing, walking on uneven surfaces and bending will be done on a daily basis. Seeing, hearing, and talking will be done constantly. Client visits will require getting out of a car to visit client homes under different weather conditions (rain and high degree temperatures during summer). Client homes may have animals or lack temperature control.</p>
Salary/Hours	\$12 - \$15/hr, 20 hours per week
Employer/Agency	IMGH
Address	3303 Main St.
City, State, Zip	Houston, TX 77002
Application Method	Send a cover letter and resume to humanresources@img.org
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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.