

Job Title	Part-Time Transitional Case Manager
Employer/ Agency	The Women's Home
Job Description	<p>I. General</p> <p>A. Maintains a caseload of 10 transitional clients.</p> <p>B. Meets bi-monthly with assigned clients concerning their progress in the program.</p> <p>C. Documents case management notes within 48 hours of client contact, obtains signatures, and files documentation within 72 hours.</p> <p>D. Completes Individual Treatment Plans every three months with the client to update the client's goals and progress towards goals.</p> <p>E. Presents transitional resident's Individual Treatment Plan to the multi-disciplinary team at clinical meetings on Tuesdays from 10am-12pm.</p> <p>F. Provides bus tokens, lines, supplies, etc., to transitional residents.</p> <p>G. Meets with residents when they have been approved to move to transitional housing for orientation, reviewing and signing occupancy agreements, communicating assignment of room/house and room/door keys.</p> <p>H. Assists transitional residents in discharge planning procedures which includes locating permanent housing.</p> <p>I. Collects monthly pay stubs from working residents and collects SSI/SSDI award letters from clients who receive benefits. Documents this information on a monthly basis in the Client Management System.</p> <p>J. Calculates and collects monthly rent payments from working residents and residents receiving SSI/SSDI benefits by the 5th of each month. Personal checks are turned in within 24 hours and money orders are turned in by the 10th.</p> <p>K. Provides the Director of Finance with a monthly report of the rent/utilities collected by the 10th of each month.</p> <p>L. Informs transitional residents of aftercare services offered, collects their contact information for aftercare services, and provides them with a Scavenger Hunt checklist to ensure a successful transition.</p> <p>M. Facilitates an aftercare support group every first and third Thursday of the month from 6-7pm.</p> <p>N. Reports to the Manager of Residential Services and Manager of Case Management all incidents and concerns as it pertains to the residents and The Home.</p> <p>O. Assists the residential staff, when required, in administering medication, monitoring the dining room, fire drills, conducting room and bag checks, conducting random drug testing, crisis management, etc.</p> <p>P. Assists new clients with obtaining SNAP benefits, complete renewal of SNAP benefits when needed, and close cases when needed.</p> <p>Q. Manages SNAP benefit cases for all clients of TWH who qualify for benefits which includes pulling benefits, completing reports in a timely manner, and facilitating and accompanying transitional clients on grocery shopping trips.</p> <p>R. Completes all assignments/requests given by the Manager of Residential Services and/or the Manager of Case Management.</p>

	Other Responsibilities: A. Be trained and able to drive the company van. B. Attend quarterly award banquets. C. Attend scheduled functions of The Women's Home. D. Other tasks as assigned.
Qualifications	A. Bachelor's Degree in Social Work, Psychology or related field. Prefer some experience in mental health and substance abuse. B. Experience in Case Management services C. Knowledge of community resources in the Houston area D. Able to work Tuesday 10 a.m.- 4 p.m., Wednesday 3 p.m. -9 p.m. or Saturday 10 am - 4 p.m., Thursday 3 p.m.- 9 p.m. E. Valid Texas driver's license, Must have a driving record acceptable to our insurance carrier. F. Be able to lift up to 30 pounds. G. Flexibility and adaptability as the position grows and changes.
Salary/Hours	Negotiable/Position is paid hourly
Employer/Agency	The Women's Home
Address	607 Westheimer Rd
City, State, Zip	Houston, Texas 77006
Contact Person	Ana Hernandez
Contact Title	Manager of Case Management
Telephone Number	713-328-1958
Fax Number	713-526-1529
Email Address	ahernandez@thewomenshome.org
Application Method	Please fax or email cover letter and resume to Ana Hernandez at ahernandez@thewomenshome.org
Opening Date	2/2/15

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