

<b>Job Title</b>	Senior Director, Case Management & Poverty Initiative
<b>Employer/ Agency</b>	Catholic Charities of Archdiocese of Galveston- Houston
<b>Job Description</b>	<p>Catholic Charities of the Archdiocese of Galveston-Houston works to alleviate poverty through four impact areas: Nurturing and Caring for Children, Strengthening Families, Supporting Immigrants and Refugees, and Promoting Independence for Seniors and Other Vulnerable Adults. The organization is creating a new senior director position to lead and scale an innovative case management project aimed at helping people out of poverty. The Senior Director will be responsible for implementing a six-month case management pilot project, scaling the project across the agency, and documenting outcomes and results.</p> <p><b>Brief Overview of Essential Job Functions:</b></p> <ul style="list-style-type: none"> <li>• Responsible for scoping and implementing Catholic Charities’ self-sufficiency case management model.</li> <li>• Maintain professional ethics, boundaries, and client confidentiality at all times.</li> <li>• Ensure implementation of best practices and compliance with Catholic Charities programs and quality standards.</li> <li>• Train, coach, and evaluate agency case managers on the self-sufficiency case management model.</li> <li>• Ensure program is in compliance with all contractual requirements.</li> <li>• Create processes for, and assist with, screening and/or intake of new client admissions to the project.</li> <li>• Complete weekly and monthly data collection, and submit to ETO system.</li> <li>• Complete monthly review of all active client files, ensuring files meet both funder and agency standards for compliance.</li> <li>• Communicate effectively with funders, referral sources, vendors, and community-based organizations.</li> <li>• Establish relationships and partnerships to facilitate referrals to outside service providers as necessary to meet client service plan goals.</li> <li>• Conduct research, work with partners to design program evaluation, and provide written progress reports.</li> <li>• Oversee program and contractual outcomes, including responsibility for program planning and distribution of workload.</li> <li>• Plan for funding, growth, and sustainability of case management initiative.</li> <li>• Attend internal and external meetings as needed.</li> <li>• Lead program and special projects that require cross-functional engagement with key staff, across the organization and with external stakeholders, as appropriate.</li> </ul>

	<p><b>Experience and Skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of, and experience in, case management and case planning.</li> <li>• Experience creating and launching new programs or initiatives.</li> <li>• Proven ability to identify key issues and to carry forward ideas or projects from conception to execution.</li> <li>• Knowledge of poverty root causes and approaches to help people overcome barriers to achieving self-sufficiency.</li> <li>• Demonstrated track record of thinking conceptually and mastering complex subject matter quickly.</li> <li>• Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems.</li> <li>• Ability to assimilate information gathered through research and consultations, to apply that information in creative and cross-cutting methods, and to synthesize appropriate strategies and responses.</li> <li>• Ability to partner well with colleagues, both in and outside of the organization.</li> <li>• Ability to work independently and to undertake supervisory responsibilities as needed.</li> <li>• Ability to involve others, coach for improvement, build in quality, and provide developmental support.</li> <li>• Participate in the development of long-range plans, service delivery models, and other significant strategies and/or systems.</li> <li>• Demonstrated skills in presentation and community outreach.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Support for the mission, vision, and values of Catholic Charities.</li> <li>• Ability and willingness to work in a faith-based setting</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree, and a minimum of five years of work experience in the field of poverty, housing, employment, or other related social service; LMSW or advanced degree preferred.</li> <li>• Minimum of 3 years of supervisory experience required.</li> <li>• Knowledge of evidence-based poverty alleviation and case management models. Ability to work independently as well as cooperatively on a team.</li> <li>• Computer Skills: To perform this job successfully, an individual must have knowledge of, and ability to demonstrate proficiency, in Microsoft Excel and Microsoft Word, Outlook, ETO, or other database programs.</li> </ul>
<p><b>Salary/Hours</b></p>	<p>TBD</p>
<p><b>Employer/Agency</b></p>	<p>Catholic Charities of Archdiocese of Galveston- Houston</p>
<p><b>Address</b></p>	<p>2900 Louisiana St</p>



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<b>Application Method</b>	Online

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