

Job Title	Sr. Case Manager at Jane Cizik Garden Place
Employer/ Agency	The Women's Home
Job Description	<p>Duties:</p> <p>A. General Duties</p> <ol style="list-style-type: none"> 1. Identify community resources (agencies, churches, volunteer groups) in the Spring Branch community that can benefit all tenants and area neighborhood residents. 2. Develop and maintain positive relationships with community stakeholders in Spring Branch and volunteers. 3. Survey tenants to identify programs and services that are needed and wanted. 4. Develop and facilitate extra-curricular activities for the tenants. 5. Interface with the Volunteer Manager and Vocational Aftercare Coordinator to identify enrichment opportunities for tenants. 6. Develop and facilitate a Resident Council meeting with the Property Manager. 7. Interface with the Property Manager to identify tenants at risk. Use crisis management as needed. 8. Drug screen tenants as warranted by behavior. 9. Transport clients on a weekly basis in company vehicle. This includes transportation to local food pantries and grocery store. 10. Provides letters of residency for tenants to outside agencies as needed. 11. Interface with caseworkers in outside agencies, family members, and other professionals both verbally and in writing as needed. 12. Provide individual case management services which includes connecting tenants to resources needed. 13. Maintain updated record of activities and Progress Notes in clients' case files. 14. Ensures client files are locked and secured and confidentiality is maintained. 15. Complete Discharge Summary when clients leave housing. 16. Track and report on outcomes measures on a monthly basis which includes completing reports in HMIS for tenants who require this type of reporting. 17. Supervises JCGP case counselor which includes day to day activities as well as counseling/training as needed. 18. Meet with JCGP case counselor on a weekly basis for debriefing and to staff cases. <p>B. Chronically Homeless</p> <ol style="list-style-type: none"> 1. Provides intensive case management services to tenants who are chronically homeless. 2. Completes a case management service plan on all chronically homeless tenants. 3. Helps to identify referral sources for chronically homeless tenants and sources for rental assistance. 4. Develops collaborative relationships with other organizations serving The Chronically Homeless population. <p>Other Responsibilities</p>

	<ul style="list-style-type: none"> A. Accompanies tenants to clinic appointments, the hospital, and other appointments as needed. (This may entail driving clients in an agency vehicle). B. Attend a monthly all staff meeting and other relevant team meetings C. Other duties assigned as needed for optimal tenant care.
Qualifications	<ul style="list-style-type: none"> A. Master's degree in psychology, social work, or related field. B. Minimum two years experience providing case management services to clients who are homeless because of substance abuse and mental illness. C. Minimum of two years in supervisor position D. Prefer experience with program development E. Valid Texas driver's license. F. Knowledge of community resources in the Houston area G. Able to work a flexible schedule including occasional evening and weekend hours H. Flexibility and adaptability as the position grows and changes
Salary/Hours	Monday through Friday 8-5pm, some evenings and weekends. Salary is negotiable.
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 email or fax your cover letter and resume to Ana Hernandez.
Opening Date	12/23/14

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