

<b>Job Title</b>	Case Manager - VIP
<b>Employer/ Agency</b>	United States Veterans Initiative (U.S.VETS-Houston)
<b>Job Description</b>	<p>The Case Manager is responsible for providing guidance to formerly homeless and at-risk veterans and will be assigned to programs as needed. Case Management is a collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates the selection of services to optimally meet each individual homeless veterans' needs. This position reports directly to the Lead Case Manager in coordination with the Clinical Director of U.S.VETS – Houston working mainly Monday through Friday with some evenings and/or weekends.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assesses the appropriateness of veterans referred to programs; this assessment includes any problems, needs, or barriers identified in the following areas: Employment, Housing, Financial, Sobriety, Legal, Family/Social, and Medical/Psychiatric.</li> <li>• Facilitates the client intake process.</li> <li>• Collaborates with veterans to complete Benchmarks (goals and objectives) and an Individual Action Plan to plan for the veteran's goals and transition.</li> <li>• Meets with each veteran in caseload regularly to review progress and documents whenever outcomes of Benchmarks are achieved, reassessed, or ongoing and revises plan accordingly.</li> <li>• Completes discharge summaries documenting all progress toward Benchmarks, date of discharge, and disposition of the veteran.</li> <li>• Ensures all required documents are present, complete, signed by the veteran and case manager, and placed in the correct order in his/her file.</li> <li>• Maintains confidential and thorough client records.</li> <li>• Assists veterans with applying and obtaining mainstream benefits.</li> <li>• Assists in quality management activities, data collection, and preparing reports.</li> <li>• Facilitates client groups or classes, i.e., Substance Abuse Education, Group Process, Money Management, Transition, etc., in at least one of the Benchmark areas.</li> <li>• Conducts random drug and alcohol screenings of clients.</li> <li>• Works with Veteran Services Manager and Veteran Services Coordinators in carrying out day to day program requirements and crisis intervention.</li> <li>• Coordinates with the Operations Manager/Program Assistant with the collection and accuracy of all program rents, bus tokens and wash money logs.</li> <li>• Performs other duties as required.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Social Science or related field, preferred.</li> <li>• License in Substance Abuse Counseling, preferred.</li> <li>• Strong oral and written communication skills.</li> <li>• Experience facilitating support groups.</li> <li>• Professional manner and appearance.</li> <li>• Experience working with homeless and/or veterans.</li> <li>• Experience working within federal grant guidelines.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to work independently and within a team.</li><li>• Ability to take direction.</li><li>• Ability to work effectively with diverse group of clients, staff, and community members.</li></ul>
<b>Contact Person</b>	Cheryl L. Cabusas, LCSW <i>VIP Coordinator</i>
<b>Telephone Number</b>	832-390-3559
<b>Email Address</b>	<a href="mailto:ccabusas@usvetsinc.org">ccabusas@usvetsinc.org</a>
<b>Application Method</b>	Qualified candidates can email a cover letter and resume to <a href="mailto:ccabusas@usvetsinc.org">ccabusas@usvetsinc.org</a> .

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