

<b>Job Title</b>	<b>Bilingual Case Manager / Social Worker (Houston, TX – Clear Lake Area)</b>
<b>Employer/ Agency</b>	The Children’s Center Inc.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Actively establish rapport and build trusting relationships with clients and program directors.</li> <li>• Actively promote the mission of The Children’s Center through community outreach and activities.</li> <li>• Provide case management services in accordance with TDPRS guidelines.</li> <li>• Develop and maintain linkages with community-based and other resources relevant to service population and client needs/goals.</li> <li>• Coordinate and collaborate with other community/city/state/federal organizations, agencies, and service providers to ensure continuum of service delivery, maximize opportunity for client success, and to remove barriers to clients' ability to access needed services and attain their stated goals.</li> <li>• Perform initial and on-going assessments of clients' service needs.</li> <li>• Perform follow-up, case management, and participate in service coordination/discharge planning, goal setting and strategic planning efforts.</li> <li>• Provide information, referral and facilitate service linkage for clients to community and other services/resources settings.</li> <li>• Provide and facilitate training sessions as required.</li> <li>• Serve as a community liaison in meetings events and other venues</li> <li>• Maintain accurate and timely documentation, reports and data-entry of all client contact and client services provided (e.g. Outreach, Drop-In, CM appointments, referrals by phone, etc.). Management and track all benchmarks in attainment of goals (see case file)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited university in social work, counseling, psychology, or other related area of study preferred.</li> <li>• Minimum of 2-3 years of professional experience and training providing case management, service coordination, crisis intervention, and/or group-based services to high-risk youth populations.</li> <li>• Proficient in Microsoft Office (Word, Excel, Power Point, Outlook).</li> <li>• Bi-lingual in English and Spanish Required.</li> </ul>
<b>Salary/Hours</b>	Salary negotiable/ 40 hours/week
<b>Employer/Agency</b>	The Children’s Center Inc.
<b>Address</b>	P,O. Box 2600
<b>City, State, Zip</b>	Galveston, TX, 77553

<b>Contact Person</b>	Fred Sussmann, MD
<b>Contact Title</b>	Director of Standards, Evaluation & Training
<b>Telephone Number</b>	409-765-5212
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<b>Application Method</b>	e-mail
<b>Opening Date</b>	1/27/2016

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