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| <b>Job Title</b>        | <b>Family Services Case Manager</b>  |
| <b>Employer/ Agency</b> | SEARCH Homeless Services   |
| <b>Job Description</b>  | <p><b>POSITION SUMMARY: PROVIDES FAMILIES AND CHILDREN WITH SUPPORTIVE SOCIAL SERVICES. FORMULATE AND IMPLEMENT SERVICE PLANS WITH ALL ADULTS IN THE HOUSEHOLD WHILE ALSO SUPPORTING THE NEEDS OF THE CHILDREN.</b></p> <ol style="list-style-type: none"> <li>1. Fulfills SEARCH's Mission and Values</li> <li>2. Participates in family enrollments for new students, helping to identify eligible families, identifying family needs and preparing appropriate plans work case management. Maintains relationships with community partners and other members of the integrative team.</li> <li>3. Provide family focused case management, develops family-driven case plans; documents services in HMIS and maintains children and family files. Monitors progress towards goals in regularly scheduled weekly or bi-weekly meetings. This includes meeting at least once a month in the family's home/shelter; follow-up with families on teacher, classroom, and developmental concerns.</li> <li>4. Provide support to teachers and members of integrated team by staying abreast of current issues, philosophies, and practices that impact children and families who are marginalized and affected by poverty; offering suggestions and providing trainings as necessary to understand family dynamics.</li> <li>5. Is knowledgeable of, maintains and follows child care licensing standards and National Association of Education Young Children standards concerning CPS reporting and operations. May be asked to oversee center for limited amount of time.</li> <li>6. Maintains a thorough knowledge of grants and prepares required reports in a timely manner (including but not limited to CQI, Texas Work source, HOPWA, CDBG, and private grants). Assists in grant writing as it pertains to family issues and program outcomes.</li> <li>7. Other duties as assigned.</li> </ol> |
| <b>Qualifications</b>   | Masters level in Social Work or related field.   |
| <b>Salary/Hours</b>     | Based on Education & Experience  |
| <b>Employer/Agency</b>  | SEARCH Homeless Services   |
| <b>Address</b>          | 2015 Congress  |
| <b>City, State, Zip</b> | Houston, TX 77002  |

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| <b>Contact Person</b>     | Lauren Anderson              |
| <b>Contact Title</b>      | HR Generalist                |
| <b>Telephone Number</b>   | 713-739-7752                 |
| <b>Fax Number</b>         | 713-739-9201                 |
| <b>Email Address</b>      | LAnderson@SEARCHHomeless.org |
| <b>Application Method</b> | Email Resume                 |
| <b>Opening Date</b>       | 03/20/2018                   |