

<b>Job Title</b>	Family Housing Case Manager
<b>Employer/ Agency</b>	The Salvation Army- Social Services
<b>Job Description</b>	<p>Interviews, accepts, and provides comprehensive, short-term, structured, complex, case management services for an assigned caseload of clients participating in an established housing stability; understands the uniqueness of the client's history in order to determine most effective program plans; develops comprehensive program plan/goals and evaluates client's progress by conducting mentoring sessions with client and/or staff; serves as advocate for client in order to acquire services that will enable them to functionally cope with their environment; ensures constant compliance with funding requirements.</p> <p><b>Case Management Responsibilities (60%)</b></p> <ul style="list-style-type: none"> <li>• Establishes unique comprehensive long-term program goals (three months or more) for eligible clients based on client's expressed needs and goals as well as funding and program requirements; explains goals to client in a manner that is easily understood; consistently reviews and updates goals as needed.</li> <li>• Outsources clients to additional counseling resources if needed; maintains awareness of progress with external case management professionals, working as a team to meet the holistic needs of the individual.</li> <li>• Meets regularly with clients to discuss and evaluate their progress based on established plan (expressed needs and goals); prepares accurate and up-to-date records documenting the same; receives incident reports and enforces disciplinary actions for infractions of the program guidelines.</li> <li>• Facilitates individual and group discussion review established goals; redirects negativity, promotes self-awareness and provides appropriate encouragement.</li> <li>• Plans, coordinates, and/or facilitates life management type classes to assist clients in obtaining skills that will enable them to functionally cope with their environment; obtains speakers and workshop presenters as needed.</li> <li>• Maintains awareness of the program requirements necessary to maintain existing funding; ensures that measurable outcomes correspond with requirements and makes adjustments to case management processes as necessary.</li> <li>• Completes and articulates discharge plans to clients exiting the program.</li> <li>• Attends community meetings with representatives of other agencies in order to educate them about the program, make client referrals and maintain awareness of client's progress.</li> </ul> <p><b>Social Services Responsibilities (20%)</b></p> <ul style="list-style-type: none"> <li>• Interviews applicants to determine eligibility for program enrollment based on established facility guidelines and requirements; conduct needs assessment, obtain pertinent information; refers applicants to other agencies if not appropriate for program.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides direct assistance in obtaining and maintaining self-sustaining sources of income, benefits, and other economic supports as well as professional resources that provide assistance in enhancing clients' psychosocial well-being.</li> <li>• Assists clients in locating/securing affordable housing; works closely with client to transition in the new housing; conducts home visitations when appropriate; conducts habitability assessment of client's living quarters including whether rooms are properly furnished and maintained; contacts appropriate person to facilitate needed repairs and gaps in appropriate furniture; conducts routine inspections of living quarters and grounds.</li> <li>• Refers clients to appropriate Corps programs or other agencies based on clients' needs and in accordance with their program plan.</li> </ul> <p><b>Administrative Responsibilities (20%)</b></p> <ul style="list-style-type: none"> <li>• Prepares and maintains case records and logs on all assigned clients; ensures the accuracy and completeness of the same; enters pertinent information into the established Homeless Management Information System (HMIS).</li> <li>• Prepares case presentations for the supervisor; prepares and presents cases directly to any Coalitions, funding bodies or Case Conferences as directed.</li> <li>• Performs recordkeeping duties to ensure that all expenditures are properly recorded and submitted to the bookkeeper and Social Services Director as appropriate for submission to grantor.</li> </ul>
<b>Qualifications</b>	<p><b><u>MINIMUM QUALIFICATIONS REQUIRED:</u></b></p> <p>Bachelor's degree from an accredited college or university in Social Work, Behavioral Science, or a related field, <b>AND</b> Three years progressively responsible experience providing direct case management social services including accessing clients' needs and developing individual, comprehensive, long-term action plans for recovery utilizing a wide variety of resources, <b>OR</b> any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.</p>
<b>Salary/Hours</b>	\$42,000/40 hours
<b>Employer/Agency</b>	The Salvation Army
<b>Address</b>	2202 Main Street
<b>City, State, Zip</b>	Houston, TX 77002
<b>Contact Person</b>	Brooke Weissinger
<b>Contact Title</b>	Grant Compliance Manager
<b>Telephone Number</b>	713-658-9205
<b>Email Address</b>	<a href="mailto:Brooke.Weissinger@uss.salvationarmy.org">Brooke.Weissinger@uss.salvationarmy.org</a>
<b>Application Method</b>	Email – Please don't call to follow up. Emails only
<b>Opening Date</b>	5/8/17

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