

Job Title	Young Adult Housing Case Manager
Employer/ Agency	The Salvation Army- Social Services
Job Description	<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>Case Management Responsibilities (60%)</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • Facilitates individual and group discussion review established goals; redirects negativity, promotes self-awareness and provides appropriate encouragement. • 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. • 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. • Completes and articulates discharge plans to clients exiting the program. • 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. <p>Social Services Responsibilities (20%)</p> <ul style="list-style-type: none"> • 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. • Provides direct assistance in obtaining and maintaining self-sustaining sources of income, benefits, and other economic supports as well as professional

	<p>resources that provide assistance in enhancing clients' psychosocial well-being.</p> <ul style="list-style-type: none"> • 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. • Refers clients to appropriate Corps programs or other agencies based on clients' needs and in accordance with their program plan. <p>Administrative Responsibilities (20%)</p> <ul style="list-style-type: none"> • 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). • Prepares case presentations for the supervisor; prepares and presents cases directly to any Coalitions, funding bodies or Case Conferences as directed. • 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.
Qualifications	<p>MINIMUM QUALIFICATIONS REQUIRED: Bachelor's degree from an accredited college or university in Social Work, Behavioral Science, or a related field, AND 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, OR any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.</p>
Salary/Hours	\$42,000/40 hours
Employer/Agency	The Salvation Army
Address	2202 Main Street
City, State, Zip	Houston, TX 77002
Contact Person	Jermain Harmon
Contact Title	Education Case Manager
Telephone Number	713-658-9205
Email Address	Jermaine.Harmon@uss.salvationarmy.org
Application Method	Email – Please don't call to follow up. Emails only
Opening Date	5/8/17

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