

Job Title	Disaster Case Manager
Employer/ Agency	Hope Disaster Recovery
Job Description	<p>Hope Disaster Recovery is a partner of United Methodist Committee on Relief, (UMCOR), as well as others. The Disaster Case Managers (DCM) provides services for long-term disaster-caused unmet needs. The DCM is responsible for providing a wide variety of disaster recovery client services, including disaster relief, assessments, supportive services and resources, information and referral, financial assistance, advocacy, and the development of long-term disaster recovery plans. The project end-date is August 24, 2019.</p> <p><u>Organizational Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. The DCM is responsible for maintaining case files in a timely manner, as well as in accordance with agency policies and gathering and reporting program statistical and outcome data 2. Supports and facilitates positive interaction with others by exhibiting: individual maturity, respect for others, team-centered approach, maintenance of confidential information and appreciation of multicultural workplace 3. The position requires the flexibility of assisting on evenings and weekends, as needed, to meet client needs, as well as driving to home visits 4. Maintains a full caseload (approximately 35 cases or more), complete with ongoing individual plans 5. Maintains regular contact with clients, and engages and involves the client in the casework process 6. Prepares, compiles, and submits accurate case files all in compliance with various agencies policies 7. Reports (and if possible, provides intervention for) incidents of abuse or potential abuse involving individuals and families to the appropriate supervisor. Continually assesses ongoing changes in behavior, circumstances, or conditions that may affect client safety and escalates situations in compliance with the law and training 8. Demonstrates and documents client progress toward risk reduction, achievement of goals and positive case outcomes 9. Maintains accurate and timely records, files, forms, statistics and additional relevant information in accord with agency policy, licensing, and funding requirements in compliance with the confidentiality agreements and HIPAA standards. 10. Ensures the proper security of client records and confidentiality in compliance with policy 11. Participates in continuous quality review of client records for compliance with agency standards 12. Collaborates with other social service agencies and resources to coordinate client services 13. Completes mandatory database entry into CAN, and other funder databases as required 14. Ensure milestones are met, and deadlines are kept 15. Coordinates all referrals, service planning, and client documentation for assigned caseload 16. Serves as the liaison with stakeholders including UMCOR, other non-profits, or National Volunteer Organizations Active in Disasters (NVOADS) 17. Participates in workshops, seminars, continuing education programs and other activities that promote professional growth and development 18. Responds to inquiries, requests for assistance and direction, and any other requests from personnel within a reasonable and timely period

Qualifications	<ol style="list-style-type: none"> 1. High School diploma or GED is required. 2. Bachelor's degree in behavioral sciences, human services, or social services field is strongly preferred <p><u>Minimum Skills and Experience:</u></p> <ol style="list-style-type: none"> 1. A minimum of 6 months (full-time) of progressive employment experience in disaster response case management, behavioral science, human services, social services fields, or case management to include direct client contact is required 2. Bilingual preferred (English/Spanish) 3. Knowledge of general disaster recovery or social work practice and specific knowledge of trauma and domestic violence 4. Prior experience in emergency disaster response and recovery environments to include working within multi-disciplinary teams to develop case plans with specified goals and outcomes is strongly preferred 5. Knowledge of community resources within assigned counties 6. Strong interviewing and assessment skills 7. Possess sensitivity to the service population's cultural and socio-economic characteristics 8. Must complete required Case Management Trainings 9. Computer literacy- Basic competency in Microsoft Office for Windows applications (word processing, database, spreadsheet, e-mail, presentation graphics, etc.) is required <p><u>Other Requirements:</u></p> <ol style="list-style-type: none"> 1. Must have reliable transportation, valid Texas driver license, and evidence of State required insurance 2. Must be able to coordinate a variety of activities 3. Must be able to follow directions and work independently 4. Ability to evaluate/interpret information and make independent judgments/decisions
Salary/Hours	Starting salary \$47K Full-time, must be able to work on a flexible schedule – evenings and weekends
Employer/Agency	Hope Disaster Recovery
City, State, Zip	Regions will have local offices in that Region
Contact Person	Staff Resource Specialist
Email Address	jobs@hdrtx.org
Application Method	Please email current resume to jobs@hdrtx.org and include that you are applying from the U of H posting and what Region you desire to work in.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.