

<b>Job Title</b>	Case Manager*
<b>Employer/ Agency</b>	Harris County Community Services Department
<b>Job Description</b>	<p>Plans, seeks and monitors services on behalf of the client system. Interviews and counsels individuals and families requiring assistance with personal and family adjustments; interviews and determines nature and degree of problems through the completion of comprehensive, multi-dimensional assessments and frequent re-assessments. Secures information such as medical and social factors contributing to the client's situation; maintains quality control over work assignments; reads and interprets regulations pertaining to the administered programs; drafts correspondence and chronologically documents files; <b>makes home visits 50% of the time</b>; interacts and networks with other community agencies that clients are referred to on a routine basis; counsels clients regarding plans for meeting needs; refers clients to community resources and other organizations; accesses and records client and community resource information, manually or using computer equipment to input and retrieve information; compiles records and prepares reports; reads and interprets regulations pertaining to the administered programs; establishes and maintains effective working relationships with co-workers and the general public. Performs other job-related duties as assigned. <b>The work is primarily sedentary with occasional required travel to training events or meetings. Office setting with no special safety precautions required.</b></p> <p><b>*GRANT- FUNDED</b></p> <p><b>** AT JENSEN DRIVE AND 2-DAYS PER WEEK ARE SPENT AT A SATELLITE OFFICE</b></p> <p><b>EMPLOYMENT IS CONTINGENT UPON PASSING A CRIMINAL BACKGROUND CHECK</b></p>
<b>Qualifications</b>	<p><b>A Bachelors of Social Work (BSW) or a Masters of Social Work (MSW) degree is required.</b> Applicants who are not Licensed Bachelor Social Workers (LBSW) or Licensed Master Social Workers (LMSW) are expected to obtain a state license within one year of employment. <b>A valid driver's</b></p>

	<b>license and liability insurance are required.</b> Applicant must have good written/oral communication skills and a working knowledge of word processing.
<b>Salary/Hours</b>	8:00 a.m. – 5:00 p.m. Monday – Friday  Will Be Discussed During Departmental Interview Based on 26 Pay Periods
<b>Employer/Agency</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Person</b>	
<b>Contact Title</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Application Method</b>	APPLY AT: <a href="mailto:JobApps@bmd.hctx.net">JobApps@bmd.hctx.net</a>
<b>Opening Date</b>	

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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