

Job Title	Bilingual Licensed Case Manager, Candlelighters (2 positions)
Employer/ Agency	Any Baby Can
Job Description	<p>The Candlelighters Licensed Case Manager provides case coordination, and support services to families of children diagnosed with cancer. Support services include referrals, development of individual service plans, and crisis intervention with the goal of identifying service needs and implementing plans to meet those needs. This position requires periodic availability outside the normal working hours to attend and facilitate program-related events, facilitate groups and fundraisers.</p> <p>ESSENTIAL FUNCTIONS:</p> <p>Case Coordination</p> <ul style="list-style-type: none"> • Provide case management in the home, office, and other sites as needed, in concert with developing and maintaining good rapport with clients and families on caseload. • Complete Family Needs Assessment form and develop Individual Family Service Plan (IFSP), in collaboration with the families. • Bill Medicaid for case management services <p>Collaboration and Paperwork</p> <ul style="list-style-type: none"> • Provide leadership to and participate in program sponsored events, such as Camp Grey Dove and Luminaria, along with various other program fundraisers. • Present intakes of new clients and other cases at team meetings for the purpose of further assessing the needs of each family and developing strategies. • Facilitate referrals with community resources through advocacy and coordination, and collaborate with other agencies to enhance service provision and referrals. • Complete computer-based information, including referral and intake data forms, and submit all paperwork within program and agency timelines. • Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Masters degree in Social Work, plus 2 years experience in the field of social work or counseling, required. Pediatric oncology experience strongly preferred. • License (Texas) in Social Work, required. • Fluent language skills in English and Spanish, both written and verbal modalities, required. • Experience working with low-income and culturally diverse families having multiple needs and limited resources, along with home visitation experience, strongly preferred. • Familiarity working with children and families in medical settings, and ability to handle crisis situations. • Flexible, able to work well under pressure, and ability to work independently, as well as an active and collaborative team member. • Proficiency with MS Office, including Word, Excel, and Outlook, along with a familiarity of database applications. • Must have good driving record, valid Texas Drivers License and current auto insurance.

	<ul style="list-style-type: none"> • Certification in CPR and First Aid within first 30 days.
Salary/Hours	Full time Salary based on experience
Employer/Agency	Any Baby Can
Address	6207 Sheridan Ave.
City, State, Zip	Austin, TX 78723
Contact Person	Human Resources
Telephone Number	512-454-3743
Fax Number	512-334-4472
Email Address	jobs@anybabycan.org
Application Method	By mail, email, or fax
Opening Date	Open until filled.

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