

<b>Job Title</b>	Case Manager
<b>Employer/ Agency</b>	Interfaith Ministries for Greater Houston
<b>Job Description</b>	<p>This position provides a broad range of case management services within guidelines established by the Organization and specific programs. Populations served will vary by program but may include: seniors; refugees; adults; veterans; families; and individuals with disabilities. Individual accountabilities and work volume will be established through the development of annual Key Goals, within the framework outlined below.</p> <p><b>SPECIFIC RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Provides advocacy, assessment, and case management services to individuals, families and groups.</li> <li>2. Conducts outreach and intake as assigned.</li> <li>3. May counsel and/or aid individuals and families requiring assistance, including but not limited to problems such as food, home environment, medication monitoring and adherence.</li> <li>4. May counsel program client individually, in family, or in groups regarding plans for meeting needs, and aids program client to mobilize capabilities and environmental resources to improve social functioning.</li> <li>5. Refers program participants to community resources and other organizations, determines program eligibility in accord with Organizational policies and procedures.</li> <li>6. Compiles records and prepares statistical reports as required. Reviews service plan and performs follow-up and status of the client's case.</li> <li>7. Completes accurately and in a timely manner all necessary forms, case records and statistical reports. Submits such documentation to the supervisor/manager within the designated time lines.</li> <li>8. Participates and contributes actively in regular supervisory and team/unit meeting, in house training sessions, conferences, seminars and independent study.</li> <li>9. Adheres to professional standards as outlined by governmental bodies, private funding sources, and/or other appropriate professional associations as well as the Organization plans/policies and program guidelines. Participates in periodic evaluative reviews and/or in-house and external staff training to ensure that he/she understands and continues to adhere to such standards. Initiates requests for assistance from Supervisor to address new issues or complex concepts affecting adherence to professional standards.</li> </ol>
<b>Qualifications</b>	<p><b>EDUCATION &amp; EXPERIENCE</b></p> <ol style="list-style-type: none"> <li>1. High school diploma or equivalent and minimum of five years experience in case work, human services or related field, or equivalent combination of education and experience.</li> <li>2. Fluency in written and spoken English is required, fluency in Spanish preferred.</li> <li>3. Strong communication skills (written and verbal).</li> <li>4. Self-starter with the ability to work independently and in a team environment with minimal supervision, assisting and calling on team members as necessary.</li> <li>5. Excellent organizational skills. Ability to plan and organize multiple tasks, handle detailed work and meet deadlines.</li> </ol>

	6. Comfortable working with and addressing culturally and ethnically diverse staff, volunteers and community groups. 7. Proficient in Microsoft Office (Word, Excel, Access and Outlook). 8. Reliable transportation, valid driver's license, vehicle registration, inspection and liability insurance as required by law. 9. Available to work some weekends and evenings. 10. Able to do moderate lifting and carry 15- 50 lbs.
<b>Salary/Hours</b>	Full-time/Non-Exempt (some evenings and weekends are required)
<b>Employer/Agency</b>	Meals on Wheels (Client Services)
<b>Address</b>	3202 San Jacinto St
<b>City, State, Zip</b>	Houston, TX 77004
<b>Application Method</b>	Please send resumes and cover letters to: <a href="mailto:humanresources@imgh.org">humanresources@imgh.org</a>

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