

Job Title	Case Manager
Employer/ Agency	Angela House
Job Description	<p>The Case Manager is responsible for the case management of all program participants. This position is also responsible for preparing space, supplies, and sign-in sheets for scheduled activities and classes. The Case Manager is responsible for supervision and oversight of the day to day resident services. The Case Manager is directly accountable to the Associate Director.</p> <p><u>Principal Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Provide each resident with individual case management. 2. Process program participants and potential program participants through the intake process. <ol style="list-style-type: none"> a. Prepares, with client, a Case Plan for service. b. Review plan with client and Associate Director. c. Review progress with clients on regular basis. 3. Manage record keeping: case notes, case plans and discharge plans. <ol style="list-style-type: none"> a. Enter and maintain data in the Homeless Management Information System (HMIS). b. Comply with HIPAA and departmental policy and procedures regarding confidentiality. c. Perform data entry daily to assure that all activity is entered into internal and external databases. 4. Monitors program participants' adherence to Angela House rules and expectations. <ol style="list-style-type: none"> a. Maintains record of client incident reports. b. Schedules disciplinary review meeting with appropriate staff & client. 5. Identify community resources to assist in accomplishment of goals for resident case plan. 6. Initiate medical appointments. <ol style="list-style-type: none"> a. Make certain that medication policy and procedures are being followed. 7. Using individual resident schedules, create and maintain weekly calendar of resident appointments/meetings in the community and transportation needs. 8. Communicate with pertinent staff any issues that arise that need team attention or team communication. Attend weekly staff meeting and utilize to communicate with staff. 9. Ensure that residents have adequate amount of food for

	<p>proper nutrition.</p> <ol style="list-style-type: none"> a. Coordinate inventory with the Associate Director. b. Ensure adherence to USDA requirements and sanitation requirements. <p>10. Schedule transportation; ensure that vehicles are properly maintained.</p> <p>11. Follow up with After-Care clients.</p> <ol style="list-style-type: none"> a. Maintain and update former client contact information b. Coordinate, with Program Psychotherapist, after-care services
Qualifications	<ol style="list-style-type: none"> 1. Requires a Bachelor's degree in social work or other related four year degree in Criminal Justice, Sociology, Counseling or Psychology, or closely related field. <ol style="list-style-type: none"> a. Certified as a Community Health Worker, or obtained within twelve (12) months of employment. 2. Requires 2 years relevant experience in case management. 3. Requires a valid driver's license with a clean driving record. 4. Strong computer skills – Word, Excel, and Power Point capability. 5. Ability to deal with ambiguity and a changing environment. 6. Interest in working with women who are exiting prison. 7. Willingness to work with women who have multiple needs and limited coping skills. 8. Good listening skills, and non-judgement attitude. 9. Interpersonal skills and communications skills including conflict management and problem solving skills. 10. Ability to make appropriate decisions, to seek assistance when needed and to work in consultation with others. 11. Knowledge of community resources and ability to access these resources. 12. Ability to approach people in a manner that creates harmony and promotes cooperation. 13. Ability to verbally communicate with constituencies. 14. Ability to hear program participants' conversations and confidential materials. 15. Ability to record information and maintain records effectively and efficiently. 16. Ability to respond to visual and audible signs of danger
Salary/Hours	
Employer/Agency	Angela House
Address	
City, State, Zip	



Contact Person	Tiffany Ross
Contact Title	
Telephone Number	
Fax Number	
Email Address	tross@angelahouse.org
Application Method	Email tross@angelahouse.org with cover letter and resume.
Opening Date	10/3/2018

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.