

<b>Job Title</b>	CASE MANAGER
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>The Case Manager is responsible for recruiting eligible refugee clients to enroll in the case management program. Responsibilities include intake, assessment, and providing quality case management services for all cases. Additional duties include recruiting employers, job placement for eligible clients, and assessing and assuring client's compliance with the Refugee Cash Assistance Program.</p> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Provide transportation for eligible clients to social service agencies, as appropriate particular emphasis will be placed on elderly refugee clients.</li> <li>• Advocate for clients with social service agencies, provide follow-up assistance with problem case and communicate with the other service providers.</li> <li>• Perform case management tasks on clients' cases and records, including calendar and file notes.</li> <li>• Recruit employers in the community who are open to providing refugee clients the opportunity to interview for jobs and the potential to be hired, researching and pursuing quality jobs with a fair wage.</li> <li>• Schedule interviews for clients, and assessing status of clients after placement and track for 90 days.</li> <li>• Assess and assure client's compliance with RCA Program.</li> <li>• Complete progress notes and update files regularly. Maintain accurate file documentation for all cases, complete progress notes and update regularly.</li> <li>• Research and create resources for clients based on needs and maintain a resource database for use by program staff.</li> <li>• Perform other duties as assigned by Program Supervisor such as assisting with outreach, participating in staff retreats, United Way tours, agency fairs and speaking engagements, and assist with special projects/events, etc.</li> </ul>

<b>Qualifications</b>	<b>REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Two years of college in social science or related field, or comparable experience with immigrants/refugees</li> <li>• Bilingual in Spanish</li> <li>• Demonstrated organizational and planning skills</li> <li>• Demonstrated success in dealing with a variety of people</li> <li>• Ability to handle confidential client information</li> <li>• One experience in refugee work or social work</li> <li>• Knowledge in computer applications</li> </ul>
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Address</b>	2900 Louisiana
<b>City, State, Zip</b>	Houston, TX, 77006
<b>Contact Person</b>	Brenda Bocanegra
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	713-526-4611
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:bbocanegra@catholiccharities.org">bbocanegra@catholiccharities.org</a>
<b>Application Method</b>	e-mail
<b>Opening Date</b>	September 4, 2014

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