

Job Title	Case Manager* ANNOUNCEMENT NUMBER: 112185 P
Employer/ Agency	Harris County Community Services Department <a href="http://www.csd.hctx.net/">http://www.csd.hctx.net/</a>
Job Description	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> *GRANT- FUNDED ** AT JENSEN DRIVE AND 2-DAYS PER WEEK ARE SPENT AT A SATELLITE OFFICE
Qualifications	<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 license and liability insurance are required.</b> Applicant must have good written/oral communication skills and a working knowledge of word processing. <b>EMPLOYMENT IS CONTINGENT UPON PASSING A CRIMINAL BACKGROUND CHECK. UPON A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS. HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.</b>
Salary/Hours	Salary will be discussed during departmental interview; Based on 26 pay periods. 8:00 a.m. – 5:00 p.m., Monday – Friday.
Application	<b>APPLY AT: <a href="mailto:JobApps@bmd.hctx.net">JobApps@bmd.hctx.net</a></b>
Opening Date	Open Until Filled

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.