

<b>Job Title</b>	Care Manager
<b>Employer/ Agency</b>	Brazos Bend Guardianship Services
<b>Job Description</b>	<p>The Care Manager performs the following:</p> <ul style="list-style-type: none"> <li>• Meet with assigned wards a minimum of once a month or more often if necessary.</li> <li>• Document and maintain accurate case records and other required forms</li> <li>• Conduct initial and ongoing assessments to determine service needs of clients</li> <li>• Develop, implement and monitor a Care Plan for each assigned client</li> <li>• Provide advocacy for individual clients</li> <li>• Compiles records and prepares required reports</li> <li>• Maintain ongoing relationships with service providers, family members, social service agencies, medical staff and courts to help provide the needed services for assigned clients</li> <li>• Follow all policies and procedures of Brazos Bend Guardianship Services which include the Texas Judicial Branch Certification Commission's Minimum Standards for Certified/Provisionally Certified Guardians</li> <li>• Monitor program volunteers on assigned case load.</li> <li>• Assist with all of BBGS Programs as needed.</li> <li>• Attend conference and trainings as required to obtain and maintain certifications</li> <li>• Apply for benefits on behalf of assigned wards</li> <li>• Make decisions for wards based on informed consent and using Substituted Judgment or Best Interest Philosophies while at the same time allowing a ward to make as many decisions for themselves within their abilities.</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><i>Proficiency in the use of computers for:</i></p> <ul style="list-style-type: none"> <li>• Word processing</li> <li>• E-mail</li> <li>• Internet</li> <li>• Web based case records</li> </ul> <p><b>Qualifications</b></p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in social services or related field required.</li> <li>• Obtain state guardianship certification to be able to serve as legal guardian for assigned wards</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• One – two years of experience in a social service setting is preferred. Preference is given to those who have experience working with adults in settings such as: Mental Health Mental Retardation, hospitals, nursing homes, or Adult Protective Services</li> <li>• Bilingual preferred</li> </ul>

<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Brazos Bend Guardianship Services
<b>Application Method</b>	Call 281-232-7701 to inquire about application process.
<b>Opening Date</b>	Immediately

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.