

<b>Job Title</b>	Case Manager
<b>Employer/ Agency</b>	Tony's Place
<b>Job Description</b>	<p>The Case Manager is responsible for engaging and working directly with clients to assess needs, develop and work towards individualized goals, connect to care, and advocate for comprehensive services. The Case Manager will work with the Program Manager to coordinate day-to-day operations and services at the center, maintaining documentation and keeping records, assisting with outreach as needed, and completing any additionally assigned tasks.</p> <ul style="list-style-type: none"> <li>• Managing initial intake for new clients, including screening, assessment, and service plan development</li> <li>• Coordinating with clients, staff, and partners to address emergency needs</li> <li>• Providing short-term supportive counseling, advocacy, resources and educational support to clients</li> <li>• Meeting regularly with clients for ongoing service plan updates and coordination of care</li> <li>• Maintaining complete and accurate documentation</li> <li>• Collaborating with staff to provide services at the center</li> <li>• Providing appropriate information and referral resources</li> <li>• Assisting with outreach and engagement events.</li> <li>• Assisting in planning and overseeing special events.</li> <li>• Attending community meetings</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relates well to and comfortable working with youth and members of the LGBTQ+ community</li> <li>• Comfortable working with diverse populations.</li> <li>• Approachable demeanor and open to conversing with members</li> <li>• Capable of working independently</li> <li>• Well versed and well trained in de-escalation tactics and trauma informed care</li> <li>• Knowledge of Motivational Interviewing</li> <li>• Ability to maintain confidentiality</li> <li>• Strong organizational and time management skills</li> <li>• Effective verbal and written communication skills</li> <li>• Proficient PC skills such as e-mail, MS office, Power point, etc.</li> <li>• College Degree or equivalent experience</li> <li>• Valid Texas Driver's License; clean driving record; own transportation; applicable auto insurance</li> </ul>
<b>Salary/Hours</b>	\$20-\$25 an hour, 20 hours per week, flexible depending on client needs and center hours
<b>Application Method</b>	Send cover letter and resume to Carrie.Rai@TonysPlace.org
<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.