

<b>Job Title</b>	Disaster Case Manager
<b>Employer/ Agency</b>	Jewish Family Service
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Conduct client intake and assessment to develop individual client recovery plans and establish eligibility for assistance and services.</li> <li>• Assist clients in planning next steps and participating in the process.</li> <li>• Monitor and document client progress according to JFS policies and procedures</li> <li>• Maintain detailed and up-to-date client files through our EHS and CAN records</li> <li>• Advocate on behalf of client to access resources and construction assistance through volunteer community partners, and long-term help groups.</li> <li>• Provide regular reports of casework activities, progress, and problems to supervisor</li> <li>• Close cases as appropriate as case plan is completed; completing case closure documents</li> <li>• Perform other duties assigned to fulfill the mission of the Disaster Case Management Program.</li> <li>• Work with other social service agencies and informal support systems to coordinate outreach and assistance efforts.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Proficiency in basic computer programs and ability to learn Electronic Health Care System. The ability to communicate professionally, maintain organization, and be self sufficient. Candidate should be open to working independently or in a team environment as well as collaborating with partner agencies.</li> <li>• Degree Requirements: Bachelors level or higher with minimum 2 years' experience in the case management setting.</li> <li>• Two to five years of experience in working within a social services environment, non-profit organization, case management or with similar disaster program duties. Bachelor's degree in social work or other related social service field. Ability to function as part of an interdisciplinary team.</li> <li>• Ability to work full-time, flexibility in hours including some Sundays and some evening meeting.</li> <li>• Ability to be mobile and work remotely at satellite offices.</li> </ul>
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Jewish Family Service
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Morgan Zeringue
<b>Application Method</b>	email resumes to <a href="mailto:mzeringue@jfshouston.org">mzeringue@jfshouston.org</a>
<b>Opening Date</b>	Immediate

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 [majobs@central.uh.edu](mailto:majobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.