

Job Title	Service Navigator/Life Planning Coach (Disability Services)
Employer/ Agency	Jewish Family Service Houston
Job Description	<p>Under supervision, to provide a variety of case management services to the disability population, which includes coordinating, monitoring, and providing services, navigating social security, Medicaid, and other social service programs; and to perform related work as required.</p> <p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Conduct initial evaluations to determine the services needed for each potential client. • Serve as a client advocate and provide guidance for client self-advocacy. • Create and conduct assessments/evaluations as needed. • Service Navigator enters admission information into the digital system and complete all admission paperwork. • Provide assessments and complete paperwork as related to client needs. • Service Navigators verify benefit eligibility for each client. • Support clients in making applications for benefits to which they are entitled • Provide support, resources and referrals to assist with decision making around current and future financial needs of the individual with a disability • Provide support, resources and referrals to assist with decision making around things like guardianship, advocates, and trustee assignments. • Provide support, resources and referrals to assist with decision making around current and long-term housing needs • Provide support, resources and referrals to assist with decision making around current and future employment options • Provide support, resources and referrals to assist with decision making around current and social and emotional needs • Provide support, resources and referrals to assist with decision making around current and future health care needs and decision making • Answer all incoming calls. This includes responding to questions and explaining the intake process. • Schedule evaluations, meetings, and consultations for clients. • Perform various clerical work that includes filing, copying, and faxing. • Participating in trainings relevant to disability case management position. • Document in electronic health record to maintain an accurate record of client services provide.
Qualifications	Bachelor's degree in behavioral science, psychology, counseling, social work, or a related field of study required, Master's degree preferred.
Employer/ Agency	Jewish Family Service Houston
Address	4131 South Braeswood Blvd

City, State, Zip	Houston TX 77025
Contact Person	Morgan Zeringue, MSW Manager of Case Management Services
Telephone Number	713-986-7844
Fax Number	713-667-9336
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Opening Date	Immediately

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