

Job Title	Aftercare Case Manager
Employer/ Agency	Casa de Esperanza de los Ninos
Job Description	<p>ROLES AND RESPONSIBILITES: In consultation with other Aftercare/Outreach staff, helps to establish goals, objectives, and strategies for the department, including identification of appropriate capacity building opportunities. Tracks progress and strategizes to meet goals.</p> <ul style="list-style-type: none"> • Assure information and statistics are documented and provided to Development Department, board reports, and other purposes as needed • Maintain, review, and submit expense reports • Staff expenditures with the team, particularly those that are outside of the monthly budget, such as electricity bills, medications, food, motels, etc. • Participate in determining Aftercare annual budget • Aftercare and Outreach <ul style="list-style-type: none"> • Maintain a client caseload, developing and maintaining appropriate relationships • Provide direct client assistance including but not limited to: <ul style="list-style-type: none"> ○ Appropriate referrals for services ○ Assist clients with obtaining needed documentation ○ Assist clients with accessing needed resources or services ○ Assist clients with needed food, child, and household items ○ Assist clients with managing the available social and welfare systems ○ Assist clients with transportation needs ○ Assist clients in accessing medical, mental and/or behavioral health services ○ Respond to client’s emergency needs as appropriate and able • Work to maintain family stability and integrity • Participate in program team meetings to remain updated about children and families receiving services in the Residential Program • Participate in the discharge Plan of Service of children from the Residential Program whenever possible to establish a relationship with families and assess their needs • Enter data regarding families in the Extended Reach database. • Provide statistical information on the Aftercare program as needed to the Development Team <p>KNOWLEDGE, SKILLS, & ABILITIES</p> <ul style="list-style-type: none"> • Demonstrate maturity and responsibility • Demonstrate good judgment • Willing to work flexible hours (some work will occur on evenings and weekends) • Able to professionally represent the agency • Able to work with a high degree of independence and initiative

Qualifications	<ul style="list-style-type: none"> • 21 years or older • Completed Application and References • Cleared Background Check • Clear Pre-Employment Drug Screen • Valid Texas Driver's License held for at least two years • TB Screening • Remain fully vaccinated against COVID-19 • Successful completion of all training required by Residential Child Care Licensing and by Casa de Esperanza. This includes initial training, Behavior Intervention Training, CPR/First Aid, and defensive driving. A minimum of 20 hours of annual training.
Salary/Hours	Range from \$36,000 to \$51,750; 40 hours/week
Address	2911 Corder St.
City, State, Zip	Houston, TX 77054
Contact Person	Darean Talmadge
Contact Title	HR Coordinator
Telephone Number	713-529-0639
Email Address	dtalmadge@casahope.org
Application Method	Send resume to dtalmadge@casahope.org
Opening Date	Immediately

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