**Job Title**  
Aftercare Case Manager  

**Employer/ Agency**  
Casa de Esperanza de los Ninos  

**Job Description**  
**ROLES AND RESPONSIBILITIES:**  
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.

- 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
  - Maintain a client caseload, developing and maintaining appropriate relationships
  - Provide direct client assistance including but not limited to:
    - 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

**KNOWLEDGE, SKILLS, & ABILITIES**
- 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
- 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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