

Job Title	Temporary Case Manager
Employer/ Agency	Catholic Charities
Job Description	Join the Refugee Resettlement Program as a Case Manager I! As the Case Manager I you are responsible for assessing refugees with resettlement and employment needs and coordinating the provision of services to meet their needs. The successful candidate will have strong organizational skills, attention to detail, and capability to multi-task.
Qualifications	<p>The Skills and Assets You Bring</p> <ul style="list-style-type: none"> - You have strong verbal and written communication skills. - You are Bilingual in English and another refugee language (preferred Dari, Pashtu, Farsi, and/or Urdu). - You have knowledge and experience with MS Office Suite, (Word, Excel, or Access) - You have the ability to work under pressure and manage multiple deadlines concurrently. - You have the ability to handle and maintain confidential client information. - You have demonstrated success in dealing with a variety of people. - It is preferred that you have Nonprofit experience. <p>The Value You Deliver</p> <p>You join Catholic Charities and help people in southeast Texas by providing caring, compassionate services and advocating for social justice in collaboration with parishes and communities.</p> <p>What you Deliver</p> <ul style="list-style-type: none"> - You review all R&P arrivals cases in MRIS weekly basis and enter in Refugee Solutions data base. - You oversee MG enrollment statistics in arrival log monthly basis. - You send alerts and monitor R&P reports, Minor's reports, and MG reports (120th and 180th days) to case managers weekly basis, review employment status and submit the reports in MRIS with timely manner. - You provide all the initial core services: intake and cultural orientation for new comers, assisting refugees to access all the necessary social services agencies to facilitate their initial resettlement, providing appropriate information and referral, assessing needs of families, maintaining case files with documentation services in accordance with the core service time line. - You assure necessary housing arrangements for new arrivals are met, home visits, check delivery, providing transportation from the airport (when assigned), assisting clients with employment plan and scheduling interviews for client with available employers in cooperation with job developers. - You assist clients in Refugee Cash Assistance program. - You are responsible for R&P and MG files review (with team), making sure all core services are provided with timely manner. - You work closely with case managers to updates R&P/MG files ready for quarterly COA reviews. - You perform other duties as assigned by the Supervisor, attending meetings with other service providers, participating in staff retreats, United Way tours, agency fairs and speaking engagements, assisting with special organizational projects/events.

City, State, Zip	Central - Houston, TX
Application Method	Fill out application at https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=36672&clientkey=C184945087565AE7BAA81D76126F1823
Opening Date	Immediate

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