

<b>Job Title</b>	Case Manager/Professional Staff Person
<b>Employer/ Agency</b>	Corder Place Apartments
<b>Job Description</b>	<p>Duties include:</p> <ul style="list-style-type: none"> <li>· Participate in intake and ongoing-assessment plans. Assessing clients physical and mental wellness, needs, preferences and abilities.</li> <li>· Maintain files and develop goal-oriented service plans</li> <li>· Complete monthly inspections</li> <li>· Recording clients progress including charting referrals, home visits and other notable interactions</li> <li>· Maintain confidentiality for all and program operations</li> <li>· Provide and maintain appropriate documentation</li> <li>· Establish a relationship with and families/guardians</li> <li>· Prepare and submit documentation and reports within required timelines</li> <li>· Provide crisis intervention for families</li> <li>· Attend and participate in training and workshops</li> <li>· Maintain professional and ethical standards</li> <li>· Comply with both the agency and program policies and procedure manuals</li> <li>· Comply with all funding source guidelines</li> <li>· Serve as an advocate</li> </ul>
<b>Qualifications</b>	<p>Bachelor's in Social Work/Case Management            Must possess excellent organizational, writing, analytical, and processing skills. Should be able to perform conflict resolution or crisis intervention and have excellent communication skills.            Must be computer literate with Microsoft Office.</p>
<b>Salary/Hours</b>	\$40,000.00-\$42,000.00 / 8 hour Shift Monday –Friday
<b>Address</b>	7210 Peerless St. Houston, TX 77021
<b>Contact Person</b>	Beatrice Bradford
<b>Email Address</b>	Corderplace@thehousingcorp.org
<b>Application Method</b>	Submit resume to Corderplace@thehousingcorp.org
<b>Opening Date</b>	Immediately

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