

Job Title	Case Manager- Self Sufficiency Fund
Employer/ Agency	Change Happens!
Job Description	<p>The Case Manager will determine the participant’s eligibility for the Self-Sufficiency Fund by ensuring that the participant’s meets the required criteria. The case manager will be responsible for the participant’s intake, assessment, and evaluation. Once enrolled, all participants will complete an intake form created by Change Happens staff. The case manager will use this information to assess the participant’s current vulnerabilities, situation, and risk factors. The Intake form helps the case manager identify participant needs, develop a service plan, monitor progress, and coordinating referrals specific to the needs of the participant. The Case Manager will visit each facility weekly to ensure the progress of each participant and their success, while identifying any barriers that may arise. The case manager is to assess the participant’s unique circumstance and make the appropriate recommendation. This position requires the case manager to be responsible for documenting program activity, entering data and preparing monthly reports reflecting case notes and such activity, as indicated. The case manager will report directly to the Program Coordinator.</p> <p><u>JOB DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> ➤ Outreach and recruit eligible trainees to participate in the program ➤ Conduct case management activities to monitor the process, which includes frequent contact with the client, intake, monitoring and assessment ➤ Develop, foster, and maintain ongoing relationships with community-based organizations, schools and businesses ➤ Meet with community organizations for referrals and evaluation activities ➤ Prepare and submit reports in a timely manner on a set basis ➤ Attend training and workshops as they become available ➤ Assist in evaluation activities, including data collection, follow-up, publicizing results ➤ Develop, implement, and monitor strategies to achieve goals ➤ Obtain and develop educational materials and participant informational material, to enhance program activities and training ➤ Identify problems and take initiative to plan appropriate corrective action ➤ Perform other duties assigned by coordinator in a timely and efficient manner

Qualifications	<p>Bachelor's Degree in Social Work, Psychology, Behavioral Science or related field of study (Preferred)</p> <p>Minimum of one year successful experience in case management</p> <p>Ability to work with an at-risk populations</p> <p>Excellent organizational skills and strong verbal/written communication</p> <p>Ability to adapt to a dynamic, changing environment</p> <p>Ability to travel to various sites daily</p>
Salary/Hours	<p>Starting salary- \$40,000</p> <p>Monday – Friday, 8AM – 5PM</p>
Employer/Agency	Change Happens!
Address	3353 Elgin Street
City, State, Zip	Houston, TX 77004
Contact Person	Erica Davis
Contact Title	COO
Telephone Number	713-374-1200
Fax Number	713-651-8045
Email Address	employment@changehappenstx.org
Application Method	www.changehappenstx.org/employment-application
Opening Date	May 20, 2019

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 with the hiring details of your new job opportunity. Thank you.

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