<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Director, Case Management &amp; Poverty Initiative</th>
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<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Catholic Charities of Archdiocese of Galveston- Houston</td>
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<td>Job Description</td>
<td>Catholic Charities of the Archdiocese of Galveston-Houston works to alleviate poverty through four impact areas: Nurturing and Caring for Children, Strengthening Families, Supporting Immigrants and Refugees, and Promoting Independence for Seniors and Other Vulnerable Adults. The organization is creating a new senior director position to lead and scale an innovative case management project aimed at helping people out of poverty. The Senior Director will be responsible for implementing a six-month case management pilot project, scaling the project across the agency, and documenting outcomes and results.</td>
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**Brief Overview of Essential Job Functions:**

- Responsible for scoping and implementing Catholic Charities’ self-sufficiency case management model.
- Maintain professional ethics, boundaries, and client confidentiality at all times.
- Ensure implementation of best practices and compliance with Catholic Charities programs and quality standards.
- Train, coach, and evaluate agency case managers on the self-sufficiency case management model.
- Ensure program is in compliance with all contractual requirements.
- Create processes for, and assist with, screening and/or intake of new client admissions to the project.
- Complete weekly and monthly data collection, and submit to ETO system.
- Complete monthly review of all active client files, ensuring files meet both funder and agency standards for compliance.
- Communicate effectively with funders, referral sources, vendors, and community-based organizations.
- Establish relationships and partnerships to facilitate referrals to outside service providers as necessary to meet client service plan goals.
- Conduct research, work with partners to design program evaluation, and provide written progress reports.
- Oversee program and contractual outcomes, including responsibility for program planning and distribution of workload.
- Plan for funding, growth, and sustainability of case management initiative.
- Attend internal and external meetings as needed.
- Lead program and special projects that require cross-functional engagement with key staff, across the organization and with external stakeholders, as appropriate.
Experience and Skills:

- Knowledge of, and experience in, case management and case planning.
- Experience creating and launching new programs or initiatives.
- Proven ability to identify key issues and to carry forward ideas or projects from conception to execution.
- Knowledge of poverty root causes and approaches to help people overcome barriers to achieving self-sufficiency.
- Demonstrated track record of thinking conceptually and mastering complex subject matter quickly.
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems.
- Ability to assimilate information gathered through research and consultations, to apply that information in creative and cross-cutting methods, and to synthesize appropriate strategies and responses.
- Ability to partner well with colleagues, both in and outside of the organization.
- Ability to work independently and to undertake supervisory responsibilities as needed.
- Ability to involve others, coach for improvement, build in quality, and provide developmental support.
- Participate in the development of long-range plans, service delivery models, and other significant strategies and/or systems.
- Demonstrated skills in presentation and community outreach.
- Excellent verbal and written communication skills.
- Support for the mission, vision, and values of Catholic Charities.
- Ability and willingness to work in a faith-based setting.

Qualifications

- Bachelor’s Degree, and a minimum of five years of work experience in the field of poverty, housing, employment, or other related social service; LMSW or advanced degree preferred.
- Minimum of 3 years of supervisory experience required.
- Knowledge of evidence-based poverty alleviation and case management models. Ability to work independently as well as cooperatively on a team.
- Computer Skills: To perform this job successfully, an individual must have knowledge of, and ability to demonstrate proficiency, in Microsoft Excel and Microsoft Word, Outlook, ETO, or other database programs.

Salary/Hours

TBD

Employer/Agency

Catholic Charities of Archdiocese of Galveston- Houston

Address

2900 Louisiana St
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.