

JOB OPPORTUNITY

Job Title: Social Worker / Case Manager

Employer/ Agency: Chinese Community Center

Department: Senior & Social Services

Generally, the Social Worker / Case Manager conducts direct services and delivers projects according to the department's business plan. The social worker will also plan, develop and coordinate programs with other agency activities.

Principal Responsibilities:

- 1) Initial Assessment and Intake
 - Conduct initial eligibility screening and intake assessment
 - Prepare and conduct participant orientation
 - Determine nature and degree of problems and the agency's ability to be of service
- 2) Case Management
 - Update and maintain client's file and monthly progress notes
 - Assist clients with tools and information to access public/private services & resources
 - Provide family work: supportive case work, treatment and informational exchange
- 3) Program expansion
 - Promote social service programs through creation and distribution of flyers, ads in local newspapers, and community outreach
 - Network & collaborate with other social service organizations and agencies
- 4) Perform other duties assigned by Program Director to improve service and program outcomes

Knowledge, Skills, and Abilities

- Bachelor's degree in Social Work, or related field required
- Graduate degree preferred
- Bilingual in an Asian language preferred
- Excellent written and verbal communication skills and strong interpersonal skills
- Attention to detail, including proofreading and project follow-through
- Ability to work with people from a variety of culturally diverse backgrounds

Hours/Salary: Full Time position, Salary commensurate with experience

Employer/ Agency: Chinese Community Center

Address: 9800 Town Park Drive

City, State, Zip: Houston, Texas 77036

Contact Person: Sandra Ham

Email: sandra@ccchouston.org

Application method: Email resume to Sandra Ham at the email address