

Date Posted: 02/09/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Coordinator, Case Manager

Employer/Agency: Alliance for Multicultural Community Services

Job Description: Empower clients and agency staff to access community resources through direct service provision for sensitive medical cases, outreach, and coordination of activities specific to case management and related programs.

DUTIES:

- Responsible for a case load of 40 clients with ongoing medical issues.
- Provide culturally appropriate support services related to health, transportations, legal and economic issues. These services include health advocacy and access to primary health care and social services providers.
- Provide transportation and assistance and interpretation services for client when needed.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate staff and volunteers.
- Ensure program is of appropriate quality and resources are used effectively.
- Maintain records, prepares reports, and composes correspondence relative to the work.
- Submit monthly reports to supervisor on the 1st of every month.
- Ensure that all program outcome and performance objectives are met.
- Facilitate inter-department exchange of information, resources and client referrals to optimize opportunities for agency clients.
- Participate in mobilizing resources in the community and maintains cooperative working relations with community agencies, schools, and

- courts.
- Participate in workshops, meetings, and conferences and serve on committees.
 - Perform other duties, as assigned including other direct client services.
 - Attend weekly department's meeting.
 - Organize quarterly healthcare related workshops for clients.
 - Organize quarterly social services related workshops for clients.
 - Provide leadership/advocacy training
 - Conduct yearly Health Fair in collaboration with Program Director.

Qualifications:

EDUCATION:

- Bachelor's degree or minimum two years college with four years of related experience

EXPERIENCE:

- Minimum of three years of work experience in social services preferably in a medical setting. Case management experience desirable.
- Superior communication skills
- Adaptability to changing requirements
- Computer literacy
- Dynamic personality and ability to work in a diverse, multi-ethnic environment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the basic disciplines underlying social work, such as psychology, sociology, and economics.
- Thorough knowledge of the characteristics and social aspects of mental and emotional disturbances and developmental disability.
- Thorough knowledge of the various areas of social work, including group work, community organization, consultation, education, and research.
- Thorough knowledge of the scope and activities of local and private health and welfare agencies and community organizations.
- Thorough knowledge of current trends in mental health, public health and public welfare, and federal and state programs in these fields.

- Ability to establish and maintain the confidence of others.
- Ability to obtain accurate social data, to record such data systematically, and to write clear, accurate, and concise reports.
- Ability to establish and maintain effective working relationships.
- Ability to maintain records, prepare reports, and compose correspondence.
- Ability to communicate effectively with others both verbally and in writing.

Bilingual: English /Spanish, English / Arabic, or English / French preferred languages.

Other refugee-group, bilingual qualified individuals may be considered as well.

Salary/Hours: Full Time

Employer/Agency: Alliance for Multicultural Community Service
Address: 6440 Hillcroft, Suite 411
City, State, Zip: Houston, TX 77081

Contact Person: Maliha Imami
Phone: 713-776-4700 X 128
Email: Mimami@allianceontheweb.org

Application Method: Please submit resume to Maliha Imami at email address listed above

Opening Date: Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you