

Date Posted: 3/2/11

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

JOB OPPORTUNITY POSTING

Job Title: Case Manager

Employer/ Agency: Jameson Center, 1301 Regents Park Drive #103, Houston 77058

Job Description: Jameson Center is a licensed child-placing agency that recruits, verifies, and trains foster parents in the Houston and Galveston areas. The program works with traditional, therapeutic, and kinship foster homes. The fundamental purpose of the Case Manager is to develop, assess, facilitate, and monitor all components of the assigned caseload. The Case Manager must maintain a flexible, organized, and efficient work schedule and is subject to work weekends, overtime, and be on-call. Duties are performed under the direct supervision of the Program Director and include:

- Ensure compliance with all relevant contractual and agency requirements.
- Maintain confidentiality on clients and program operations.
- Maintain all client files and documentation according to DFPS Minimum Standards.
- Participate in client intake and assessment interviews.
- Develop goal-oriented service plans.
- Provide advocacy as specified by The Children's Center, Inc. contract guidelines.
- Prepare and submit documentation, assessments and reports within required timelines.
- Serve as liaison between foster homes, foster children, and DFPS.

Qualifications:

MINIMUM QUALIFICATIONS

- Bachelor's degree, preferably in psychology, social work, special education, counseling or a related human service field.

PREFERRED QUALIFICATIONS

- Master's degree in Social Work or related discipline.
- 2 years experience in providing services to children and families and one year of case management experience working with youth in out of home placements.
- Bi-Lingual (English/Spanish)

OTHER

- Must pass a drug screen, TB test, and background check.
- Must possess a valid Texas Driver's License.

Salary/Hours: Position begins part-time (8 hours/week) and transitions to full-time (40 hours/week) as the number of foster children increases. The pay will start at an hourly rate for part-time and transition to salary with full-time employment, commensurate with experience and degree.

Employer/ Agency: The Children's Center, Inc. dba Jameson Center

Address: P. O. Box 2600

City, State, Zip: Galveston, Texas 77553-2600

Contact Person: Paula Lucas

Contact Title: HR Representative

Telephone: (409) 765-5212, ext. 3002

Fax: (409) 765-4363

Email Address: paulalucas@thechildrenscenterinc.org

Application Method: Mail, fax, or online application at www.thechildrenscenterinc.org

Opening Date: Immediate Posting

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