

Date Posted: 08/01/2011

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

JOB OPPORTUNITY POSTING

Job Title: Care Manager
Hispanic Community Liaison

Employer/Agency: Sheltering Arms Senior Services

Job Description: Under direction, provides care management services to enable clients to cope with problems and maintain themselves in the least restrictive environment possible. Provides support to family caregivers and liaison with the Hispanic community.

Responsibilities:

- In accordance with service delivery standards, implements the agency's care management model procedures.
- Maintains effective working relationship with agency personnel.
- Prepares and submits required statistical reports on care management activities.
- Attends agency conferences and meetings, participates in in-service training.
- Acts as liaison with Hispanic community, builds relationships with organizations serving Hispanic elders and their families.
- Leads caregiver support groups; coordinates caregiver, provides community education presentations.
- Performs other duties as assigned.

Qualifications:

- Bilingual Spanish-speaker required.
- Minimum bachelor's degree in social work or related field.
- Texas licensed social worker strongly preferred; LMSW preferred.
- Good written and verbal communication skills, in both English and Spanish.
- Basic computer skills.

- Reliable transportation, valid driver's license and minimum auto liability insurance.
- Experience in service to the elderly; knowledge of community resources.

Salary/Hours: Salary DOE; Full-time

Employer/Agency: Sheltering Arms Senior Services
City, State, Zip: Houston, TX

Contact Person: Jan Edwards
Email: jedwards@shelteringarms.org

Application Method: Apply online at
<http://www.shelteringarms.org/about/employment/employment.php>

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