

Date Posted: 04/06/13

## Job Opportunity Posting

Job Title: Case Manager

Employer/ Agency: Chinese Community Center

Job Description: As the case manager, principle duties include: Develop and maintain strong working relationship with project participants and fellow organizations/agencies. Assist with intake, assessment, evaluation and follow-ups for the eligibility information and documents. Update and maintain client's file and monthly progress notes. Assist clients with tools and information to access public/private services & resources. Assist in the day to day duties of the project's administrations. Maintain accurate and up-to-date logs and track participant data. Monitor associated organizations and project participants to ensure compliance with federal policy standards, procedures, specifications and codes. Promote social service programs through creation and distribution of flyer, ads in local newspapers and community outreach. Networks & collaborate with other social service organizing and agencies. Perform other duties assigned by Program Director to improve service and program outcomes.

Qualifications: Bachelor's degree in Social Work, Human Services or related field. Graduate degree preferred. Experience working with adult populations. Bilingual preferred (Chinese or Vietnamese). Strong computer skills, including demonstrated experience with MS Office. 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.

Salary/Hours: Fulltime, DOE

Employer/Agency: Chinese Community Center

Address: 9800 Town Park Dr.

City, State, Zip: Houston, TX 77036

Contact Person: Kelley Lou

Contact Title: Director of Senior and Social Services

Telephone Number: 713.271.6100 ext. 107

Fax Number: 713.271.3713

Email Address: [Kelley@ccchouston.org](mailto:Kelley@ccchouston.org)

Application Method: Please email resume and cover letter to [Kelley@ccchouston.org](mailto:Kelley@ccchouston.org)

Opening Date: Immediately

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