

Job Title	Case Manager
Employer/ Agency	Harris County Office of Community Services
Job Description	<p>Plans, seeks, and monitors services on behalf of the client system. Interviews and counsels individuals and families requiring assistance with personal and family adjustments. Interviews and determines nature and degree of problems through the completion of comprehensive multidimensional assessments and frequent reassessments. Secures information such as medical and social factors contributing to the client's situation. Maintains quality control over work assignments. Reads and interprets regulations pertaining to the administered programs. Drafts correspondence and chronologically documents files. Makes home visits 50% of the time. Interacts and networks with other community agencies that clients are referred to on a routine basis. Counsels clients regarding plans for meeting needs. Refers clients to community resources and other organizations. Accesses and records client and community resource information, manually or using computer equipment to input and retrieve information. Compiles records and prepare reports. Establishes and maintains effective working relationship with co-workers and the general public. Performs other job related duties as assigned. The work is primarily sedentary with occasional required travel to training events and meetings. Office setting with no special safety precautions required.</p> <p>Grant-Funded: Employment is contingent upon passing a criminal background check.</p> <p>Harris County has an Employment At Will Policy.</p>
Qualifications	Licensed Bachelors of Social Work (BSW) or Licensed Masters of Social Work (MSW) degree is required. Applicants who are not Licensed Bachelor of Social Work (LBSW) or Licensed Master of Social Work (LMSW) are expected to obtain a state license. A valid driver's license and liability insurance are required. Applicant must have good written/oral communication skills and a working knowledge of word processing. One (1) year experience working with the chronically homeless population is highly preferred. Bilingual in English/Spanish is preferred.
Salary/Hours	DOE
Address	Harris County
Application Method	Send email to jobapps@bmd.hctx.net , mail or apply in-person at 1310 Pairie, Suite 170, Houston, TX 77002
Opening Date	Immediately

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