

Job Title	BILINGUAL CASE MANAGER – MEALS ON WHEELS
Employer/ Agency	Northwest Assistance Ministries
Job Description	Facilitate client’s access to NAM services and outside agencies. Conduct initial intake by exploring client’s problems and needs, and determine eligibility for services. Conduct monthly home visits and complete client initial assessments and annual reassessments maintaining a caseload and making referrals when appropriate. Determine and develop long and short term goals as applicable. Plan intervention, identify and link clients to appropriate community resources. Monitor and reassess if implemented goals are adequately maintaining the client needs in the community. Perform outcome evaluation as applicable. Develop working relationships both internally and externally with appropriate agencies. Operate within budgetary guidelines, ensure compliance with grant funding and provide reports to the proper authorities within the designated timeframes. Act as substitute for meal delivery of meals if necessary. Attend staff meetings, staff events and fundraising activities as scheduled. Perform other duties as assigned.
Qualifications	BSW or Bachelor’s Degree in a related social service field. Bilingual in English and Spanish REQUIRED . Computer skills (Word and Excel) required. Must have a valid Texas Driver’s License, good driving record and reliable vehicle.
Salary/Hours	\$14.00/hr. 40 hours/wk.
Employer/Agency	Northwest Assistance Ministries
Address	15555 Kuykendahl Rd.
City, State, Zip	Houston, Texas 77090
Contact Person	Joe Slezak
Contact Title	HR Liaison
Telephone Number	281-885-4555
Email Address	jslezak@namonline.org
Application Method	TO APPLY: NO WALK-INS OR PHONE CALLS PLEASE. For consideration, please email your resume as an attachment to resumes@namonline.org with the job title “ BILINGUAL CASE MANAGER - MOW ”, in the subject line. *All applicants must be able to pass a background check.
Opening Date	April 29,2014

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.