

Date Posted: 08/20/12

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

JOB OPPORTUNITY POSTING

Job Title: Social Services Division Case Manager- Bilingual

Employer/Agency: Community Services Department Office of Social Services

Job Description: Plans, seek, and monitor 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 document files. Makes home visits. 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. Reads and interprets regulations pertaining to the administered programs. Establishes and maintains effective working relationship with co-workers and the general public. Performs other job related duties as assigned.

Qualifications: Licensed Bachelor Social Worker (LBSW) or Licensed Master Social Worker (LMSW). Applicants who are not licensed are expected to obtain a state license. A valid driver's license and liability insurance is required. Applicant must have good written/oral communication skills and a working knowledge of word processing skills. *Bilingual in English and Spanish required.

Salary/Hours: DOE

**Employer/Agency:
City, State, Zip:** Harris County Community Services Department
Houston, TX

**Contact Person:
Contact Title:** Tanesha Franks
Case Management Supervisor

**Telephone Number:
Email Address:** 713.696.1964
Tanesha.franks@csd.hctx.net

Application Method: Send resume to Tanesha Franks via email at tanesha.franks@csd.hctx.net

Opening Date: Open until filled

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