UNIVERSITY of HOUSTON
GRADUATE COLLEGE of SOCIAL WORK

Date Posted: 08.09.13

Job Title	Case Manager (Nepali-speaking)
Employer/ Agency	Alliance for Multicultural Community Services
Job Description	The Case Manager will provide case management services to eligible refugees, asylees, secondary migrants, and victims of human trafficking. She/he will primarily be responsible for assessment of clients' needs and working with clients to create and accomplish individualized service plans that may include: Medicaid/county health insurance access and food stamp applications, Counseling related to housing issues, education, and general cultural adjustment, Referrals to in-house programs and external social service providers Other duties include: Translation and interpretation as needed to help clients access services, Maintain casefiles and data entry into the web-based Refugee Data Center, Prepare and submit regular reports as required by Program Manager
Qualifications	Associate's Degree and practical experience in social service/medical field. Strong organizational and clerical skills. Desire to work in a multi-cultural environment. Experience working with immigrant populations. Outstanding customer service and communications skills. Nepali verbal/written fluency is required. Valid driver's license, clear driving record, auto liability insurance and reliable transportation.
Salary/Hours	DOE
Employer/Agency	Alliance for Multicultural Community Services
City, State, Zip	Houston, TX
Contact Person	Gislaine Williams
Contact Title	Health Services Manager
Fax Number	713-776-4730
Email Address	gwilliams@allianceontheweb.org
Application Method	Please send resume, cover letter, and references by email or fax.
Opening Date	Immediately

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