

<b>Job Title</b>	Case Manager
<b>Employer/ Agency</b>	New Hope Housing, Inc.
<b>Job Description</b>	The Case Manager has the primary responsibility to provide services promoting a high quality of life, self-sufficiency and independence to a diverse population of residents. The Case Manager serves the residents by helping them achieve wellness and autonomy through advocacy, communication, education and the identification of resources and services. The Case Manager will assess, plan, implement, coordinate, monitor and evaluate the services needed for each resident on a case by case basis. The Case Manager works as the liaison between New Hope Housing staff, residents, and external community partners, if needed, for optimal success.
<b>Qualifications</b>	<p>Education</p> <ul style="list-style-type: none"> <li>• Bachelor Degree in Social Work or related fields.</li> <li>• A positive attitude and optimistic approach to enriching the lives of a diverse population.</li> <li>• Strong customer service skills and a commitment to keeping a dignified and open environment.</li> <li>• Sound judgment, diplomacy and patience.</li> <li>• Excellent oral and written communication skills.</li> <li>• Strong organizational skills and effective time management.</li> <li>• Professional appearance and demeanor.</li> <li>• Knowledge of Fair Housing a plus.</li> <li>• Must be proficient in Microsoft Word and Outlook.</li> <li>• Knowledge and experience of ClientTrack or HMIS a plus.</li> </ul> <p>Physical Requirements</p> <p>Must have the ability to lift moderately heavy objects up to 25lbs. and perform duties requiring extensive maneuverability and normal strength.</p> <p>Transportation Requirements</p> <p>Reliable transportation is required at all times. As timely travel is required with short notice, a personal vehicle is required. Mileage is reimbursed.</p> <p>Attendance and Punctuality</p> <p>Attendance is an essential job function. This position requires the ability to flexible and non-traditional hours. It is extremely critical that individuals be able to work their scheduled hours on a consistent basis and, if necessary, overtime hours when required.</p>
<b>Salary/Hours</b>	Negotiable
<b>Employer/Agency</b>	New Hope Housing, Inc.

<b>Address</b>	1117 Texas Ave
<b>City, State, Zip</b>	Houston, TX 77002
<b>Contact Person</b>	Jerry Brown
<b>Contact Title</b>	HR Manager
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<b>Application Method</b>	Apply Online – <a href="http://www.newhopehousing.com">www.newhopehousing.com</a> or email resume to Jerry
<b>Opening Date</b>	12/01/2015

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