

Job Title	Guardian Case Manager
Employer/ Agency	Harris County Protective Services for Children and Adults-Guardianship Program
Job Description	Acts as a social worker and provides integrated social services for clients declared wards of the County. Interviews and assesses nature and degree of intervention and service needs of clients. Determines client's eligibility, develops, implements and monitors plan of service. Counsels client's family members. Applies for financial assistance and makes decisions based upon medical and social factors contributing to the client's situation. Maintains ward's real and personal property. Makes court appearances and home visits. Counsels clients regarding compliance. Coordinates referrals to other community services identified in the plan of service. Provides advocacy for individual clients. Drafts correspondence. Chronologically documents files. Records and retrieves case documentation. Compiles records and prepares reports. Maintains quality control over work assignments. Reads and interprets regulations pertaining to the administered programs. Establishes and maintains effective working relationships. Performs other job related duties as assigned.
Qualifications	<p>Bachelor's degree is required. A Bachelor's or Master's degree majoring in social work, psychology, sociology, criminal justice or closely related field is preferred.</p> <p>EXPERIENCE: One (1) year of case management experience in a social service setting is required. Preference will be given to those applicants who have experience working with adults in a social service setting such as: Adult Protective Services, Mental Health Mental Retardation, and hospital or nursing home social work.</p> <p>Volunteer experience may qualify subject to certain guidelines.</p> <p>JOB SKILLS: Word processing skills and computer skills are required. Reliable transportation along with a valid driver's license and automobile liability insurance are required. Licensed as a Social Worker (LSW), Licensed Master Social Worker (LMSW) or Licensed Chemical Dependency Counselor (LCDC) is preferred. Applicant must have good written and oral communication skills.</p>
Salary/Hours	<p>Bachelor's Degree: \$2,894.99 -- \$3,288.13/Per Month</p> <p>Master's Degree: \$3,182.40 -- \$3,617.46/ Per Month</p> <p>Plus Mileage Reimbursement Based on 26 Pay Periods</p>
City, State, Zip	Harris County, TX
Application Method	APPLY AT: 1310 PRAIRIE – SUITE 170 OR JobApps@bmd.hctx.net
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.