

Date Posted: 01/13/12

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

JOB OPPORTUNITY POSTING

Job Title:	Temporary Case Manager
Employer/Agency:	Harris County Community Services Dept.
Job Description:	<p>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.</p>
Qualifications:	<p>EDUCATION: Bachelors or Masters Degree in Social Work from an accredited college/university.</p> <p>LICENSES AND CERTIFICATES: As applicable, case managers should be licensed as Licensed Bachelor Social Workers (LBSW) or Licensed Master Social Workers (LMSW or LMSW-AP).</p>

	WORK ENVIRONMENT: The work is primarily sedentary with occasional required travel to training events or meetings. The work is performed in an office setting. No special safety precautions are required.
Salary/Hours:	DOE
Employer/Agency:	Harris County Community Services Department
Address:	8410 Lantern Point Dr.- Annex M
City, State, Zip:	Houston, TX 77054
Application Method:	All interested applicants can forward their resume to Case Management Supervisor Tanesha Franks tanisha.franks@csd.hctx.net or call her directly at 713-696-1964.
Opening Date:	Immediate

***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***