

Date Posted: 07/18/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

Job Title: Guardian Case Manager

Employer/Agency: Harris County Protective Services for Children & Adults Guardianship Program

Job Description: Acts as a social worker providing 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.

All individuals who provide guardianship services to wards of a local, county or regional guardianship program must be certified or provisionally certified. To be eligible for certification, all applicants for certification must obtain their criminal history records by submitting their fingerprints to the DPS for a Texas and FBI criminal history search, among other requirements.

Qualifications: EDUCATION: 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.

EXPERIENCE: One (1) year of 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. Volunteer experience may qualify subject to certain guidelines.

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. Must have good written and oral communication skills. Bilingual in English/Spanish is preferred.

Salary/Hours: Bachelor's Degree: \$2,809.73 -- \$3,032.53/Per Month
Master's Degree: \$3,090.53 -- \$3,345.33/ Per Month
Plus Mileage Reimbursement

Employer/Agency: Harris County, Texas
Address: 1310 Prairie- Suite 400
City, State, Zip: Houston, TX 77002-2021

Telephone Number: 713.755.3030
Fax Number: 713.755.8869

Application Method: Apply at 1310 Prairie Suite 170

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 mchwjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you