

<b>Job Title</b>	Case Manager – Disaster Recovery
<b>Employer/ Agency</b>	Jewish Family Service
<b>Job Description</b>	<p>Provides specialized individual case management within the Family &amp; Children department, to assist clients in recovery following a (natural) disaster.</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"><li>• Performs outreach within the affected community to screen survivors for potential need.</li><li>• Completes intake for case management services.</li><li>• Engages clients and establishes trusting, collaborative relationships directed toward the goal of recovery and independence.</li><li>• Assists clients with recovery planning.</li><li>• Provides support for clients in crisis.</li><li>• Advocates for needed client services &amp;/or entitlements in order to help provide personal support.</li><li>• Monitors progress towards completion of recovery.</li><li>• Develops and maintains relationships with resources particularly those in the disaster relief and recovery community.</li><li>• Maintains clients' records using company policies and software.</li><li>• Shares information with the team when additional resources are discovered.</li><li>• Communicates client needs to appropriate team members who may be able to assist with recovery efforts.</li><li>• Communicates client progress to case management team.</li><li>• Monitors &amp; records expenses and implements cost-saving actions.</li><li>• Prepares results and data through collection, summarization and analysis, to help monitor outcome management.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Licensed Master Social Worker required</li><li>• Minimum 5 years work experience, including a lengthy period in disaster recovery, and experience working with vulnerable populations (both short &amp; long term).</li><li>• Knowledge of both local and federal resources required.</li><li>• Strong communication skills.</li><li>• Ability to work evenings and weekends, especially following a (natural) disaster.</li></ul>

<b>Salary/Hours</b>	39 hrs/wk
<b>Employer/Agency</b>	Jewish Family Service
<b>Address</b>	4131 S. Braeswood
<b>City, State, Zip</b>	Houston, TX 77025
<b>Contact Person</b>	Sophie Gluzkater
<b>Contact Title</b>	Clinical Director
<b>Telephone Number</b>	713-667-9336 x 127
<b>Fax Number</b>	713-667-3619
<b>Email Address</b>	<a href="mailto:sgluzkater@jfshouston.org">sgluzkater@jfshouston.org</a>
<b>Application Method</b>	Send resume and letter of interest via e-mail
<b>Opening Date</b>	Immediate

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