

Date Posted: 06/11/12

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

JOB OPPORTUNITY POSTING

Job Title: Care Manager/Outreach Manager

Employer/ Agency: Brazos Bend Guardianship Services

Job Description: Care Management Services include, but are not limited to:

- Participating in care giver meetings held on our client's behalf;
- Coordinating or speaking with the direct care staff regarding updates on our client's health status and progress toward their goals, and ensuring they are receiving prescribed medications as required;
- Advocating for our clients when their needs are not being met or in order to meet their needs in a better way;
- Monitoring our client's trust account to ensure their eligibility of medical benefits;
- Monitoring our clients for any signs of abuse and exploitation;
- Signing required consent forms necessary for medical treatment, medications, or specific services;
- Visiting the client monthly and more frequently when in the hospital or at a long term acute care facility;
- Enrolling clients for any financial or medical benefits needed to provide for their care;
- Documenting case notes, developing and monitoring progress on the client's an annual Care Plan for each client to outline their needs and a plan to address those needs.

Outreach responsibilities include, but are not limited to:

- Contact agencies, service providers, school districts and other agencies that have families and clients that would benefit from BBGS Services to schedule outreach seminars in Fort Bend and targeted surrounding counties.
- Facilitate outreach seminars
- Volunteer recruitment, screening and monitoring

Qualifications: Bachelors in Social Work or related field;1-2 yrs. experience; ability to work flexible schedule; ability to go into non-standard work environments such as nursing homes, state supported living facility; comfort working with those with intellectual and/or developmental disabilities, mental health issues and other health issues like Alzheimer's or other types of dementia; will be required to obtain state certification

Salary/Hours: Approximately \$30K/yr.

Employer/ Agency: Brazos Bend Guardianship Services

Address: 10435 Greenbough #200

City, State, Zip: Stafford, TX. 77477

Contact Person: Kirk Monroe

Contact Title: Executive Director

Telephone: 281-207-2320

Fax: 281-207-2472

Email Address: kmonroe@brazosbendguardianship.org

Application Method: Send resume and cover letter by e-mail

Opening Date: 06/1/2012

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