

Date Posted: 03/20/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

- Job Title:** Case Manager
- Employer/Agency:** Harris County Community Services Department – Office of Social Services
- Job Description:** Plans, seeks and monitors 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, multi-dimensional assessment and frequent re-assessments. 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 documents 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 prepares reports; establishes and maintains effective working relationships with co-workers and the general public. Performs other job-related duties as assigned. The work is primarily sedentary with occasional required travel to training events or meetings. Office setting with no special safety precautions required.
- Qualifications:** Applicants who are not Licensed Bachelor Social Workers (LBSW) or Licensed Master Social Workers (LMSW) are expected to obtain a state license within one year of employment. A valid driver's license and liability insurance are required. Applicant must have good written/oral communication skills and a working knowledge of word processing skills. Bilingual in English and Spanish is preferred.

Salary/Hours: 8 a.m. – 5 p.m. Monday – Friday
Salary will be discussed during departmental interview
Grant Funded

Employer/Agency: Harris County
Address: 1310 Prairie – Suite 170
City, State, Zip: Houston, TX 77002-2042

Application Method: Apply online at:
<http://www.hctx.net/hrrm/ProfessionalResults.aspx?PageID=4309>

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