

Date Posted: 03/11/13

## Job Opportunity Posting

Job Title:	Case Manager
Employer/ Agency:	Chinese Community Center
Job Description:	As the Case Manager, principle duties include: Develop and maintain strong working relationships with project participants and fellow organizations/agencies. Assists with intake, assessment, evaluation and follow-ups for the eligibility information and documents. Update and maintain client's file and monthly progress notes. Assist clients with tools and information to access public/private services & resources. Assist in the day to day duties of the project's administration. Maintain accurate and up-to-date logs and track participant data. Monitor associated organizations and project participants to ensure compliance with federal policy standards, procedures, specifications and codes. Promote social service programs through creation and distribution of flyers, ads in local newspapers, and community outreach . Network & collaborate with other social service organizations and agencies. Perform other duties assigned by Program Director to improve service and program outcomes
Qualifications:	Bachelor's degree in Social Work, Human Services, or related field. Graduate degree preferred. Experience in working with adult population. Bilingual Preferred (Chinese or Vietnamese). Strong computer skills, including demonstrated experience with MS Office. Excellent written and verbal communication skills and strong interpersonal skills. Attention to detail, including proofreading and project follow-through. Ability to work with people from a variety of culturally diverse backgrounds.
Salary/Hours:	Full time
Employer/Agency:	Chinese Community Center
Address:	9800 Town Park Dr.
City, State, Zip:	Houston, TX 77036
Contact Person:	Kelley Lou
Contact Title:	Director of Senior and Social Services
Telephone Number:	713-271-6100 ext 107
Fax Number:	713-271-3713
Email Address:	Kelley@ccchouston.org
Application Method:	Please email resume and cover letter to Kelley@ccchouston.org
Opening Date:	Immediately

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