

Date Posted: 03/28/13

Job Opportunity Posting

Job Title:	<u>Case Manager (Spanish-speaking)</u>
Employer/ Agency:	<u>Alliance for Multicultural Community Services</u>
Job Description:	<u>The Case Manager will primarily be responsible for assessment of clients' needs and working with clients to create and accomplish individualized service plans that may include:</u> <ul style="list-style-type: none">•Medicaid/county health insurance access and food stamp applications•Counseling related to housing issues, education, and general cultural adjustment•Referrals to in-house programs and external social service providers <u>Other duties include:</u> <ul style="list-style-type: none">•Translation and interpretation as needed to help clients access services•Maintain casefiles and data entry into the web-based Refugee Data Center•Prepare and submit regular reports as required by Program Manager
Qualifications:	<u>•Associate's Degree and practical experience in social service/medical field</u> <ul style="list-style-type: none">•Strong organizational and clerical skills•Desire to work in a multi-cultural environment•Experience working with immigrant populations•Outstanding customer service and communications skills•Spanish verbal/written fluency is required•Valid driver's license, clear driving record, auto liability insurance and reliable transportation
Salary/Hours:	<u>DOE</u>
Address:	<u>Houston, TX</u>
Contact Person:	<u>Gislaine Williams, Case Management Program Coordinator</u>
Fax Number:	<u>713-776-4730</u>
Email Address:	<u>gwilliams@allianceontheweb.org</u>
Application Method:	<u>Please send resume, cover letter, and 3 references by email or fax</u>
Opening Date:	<u>Immediately</u>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.