

Job Title	Case Manager
Employer/ Agency	Southwest Key Programs
Job Description	The Case Manager is responsible for the submission of service plans and other assessments required for the compiling of a comprehensive case file found on Southwest Key Programs (SWK) designated web-based program with supporting documentation maintained in physical files. The Case Manager is required to maintain a flexible, organized and efficient work schedule and may be subject to work extended hours, weekends, and be on-call.
Qualifications	<input type="checkbox"/> Bachelor's degree required in Social Work, Psychology, Human Services, Counseling or other social service field. <input type="checkbox"/> 1 year experience working with adolescents or in the youth services field (volunteer and internship experience may be included) <input type="checkbox"/> Must be computer literate (Microsoft Windows, Word Perfect, Microsoft Word, Excel, Internet etc...) <input type="checkbox"/> Must possess proficient writing skills <input type="checkbox"/> Bilingual (Fluent in Spanish) <input type="checkbox"/> Required to work a flexible schedule to facilitate program services. <input type="checkbox"/> Successful completion of 86 hours of pre-service training and job shadowing. <input type="checkbox"/> Cleared background check from appropriate entity. <input type="checkbox"/> Cleared drug test results (this one is for Texas programs only). <input type="checkbox"/> Cleared Tuberculosis test results. <input type="checkbox"/> Must possess a valid state driver's license and be eligible to drive to facilitate program services as required by contractual agreement. Beneficial Experience: <input type="checkbox"/> Experience working with children and youth in inpatient, residential, detention facilities or undocumented children and/or refugees.
Salary/Hours	Full Time
Address	7900 Mesa Dr.,
City, State, Zip	Houston, TX
Contact Person	Luz Carrillo
Contact Title	Lead Case Manager. Assistant Program Director
Telephone Number	936.523.4000 Ext. 4086
Email Address	lcarrillo@swkey.org
Application Method	Online: Swkey.org or via email to contact person
Opening Date	Immediately

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.