

<b>Job Title</b>	Intake Case Manager
<b>Employer/ Agency</b>	Montgomery County Homeless Coalition – E3 Center
<b>Job Description</b>	<p>The Intake Case Manager will assess applicants' eligibility for E<sup>3</sup> Center's programs, assist in development of self-sufficiency service plans, connect recipients to both internally E<sup>3</sup> service providers and make referrals to external service programs that may be needed. E3 is a collective impact initiative of the Montgomery County Homeless Coalition (MCHC), a 501(c)(3) organization established in 1999. The purpose of E3 is to bring the community together to "move the needle" in stabilizing and building self-sufficiency in low-income and homeless families and individuals in Montgomery County through an intentional and holistic continuum of care. E3 is the umbrella agency working with multiple agencies delivering services in a one-stop-shop known as the E3 Center.</p> <ul style="list-style-type: none"> <li>• The Case Manager will establish a relationship that will serve to motivate and engage partners and help with the navigation of services. This position will also coordinate program services within the building and assist in managing operational functions for the center. Recruits and enrolls program partners who qualify for the E3 program.</li> <li>• Complete initial assessment to determine program/service eligibility and conduct intake interviews to determine eligibility.</li> <li>• Provide direct consultation to E<sup>3</sup> program partners regarding services available.</li> <li>• Provide one on one case management services.</li> <li>• Assist in development of individualized service plans to begin to move partners toward self-sufficiency with short and long-term goals. Assist with follow ups at 30/60/90-day intervals to assess/monitor progress.</li> <li>• Advocate on behalf of the partners for services.</li> <li>• Maintain appropriate confidential files and produce monthly summaries of activities.</li> <li>• Maintain records, collect data, conduct follow up telephone calls and schedule appointments. Facilitate, as necessary, services through internal and external organizations and schedule appointments as necessary.</li> <li>• Regularly update HMIS databases and insure accuracy of data is being collected.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop on-going communication with E<sup>3</sup> provider agencies to follow up on partner's progress.</li> <li>• Track and be accountable toward grant goals.</li> </ul>
<b>Qualifications</b>	<p>Ability to write and speak clearly and informatively; Bilingual, English and Spanish-speaking preferred; Strong computer skills including typing and Microsoft Office; Customer service oriented and able to effectively manage difficult or emotional client situations; Ability to work cooperatively and supports the team's effort to succeed; Ability to interpret and communicate contractual mandates and guidelines, as well as learn, with a strong attention to detail; Strong organizational and project management skills including planning and scheduling.</p> <p>Bachelor's Degree in Human Services Area and/or meets experience criteria, Master's Degree preferred; Demonstrated ability to work with persons from all walks of life and treat them with dignity; a minimum of (3) years' work experience in similar organization coordinating program services and activities and providing direct case management.</p>
<b>Salary/Hours</b>	Full-Time Salary – Negotiable with Experience
<b>Employer/Agency</b>	Montgomery County Homeless Coalition
<b>Address</b>	111 S. Second Street
<b>City, State, Zip</b>	Conroe, TX 77301
<b>Contact Person</b>	Diana Garbis
<b>Contact Title</b>	Executive Director
<b>Telephone Number</b>	936-521-2146
<b>Email Address</b>	dgarbis@mctxhomeless.org
<b>Application Method</b>	Email Resumes to email address
<b>Opening Date</b>	3/13/2018

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