

Date Posted: 05/16/12

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

- Job Title:** Pt. Time Care Manager
- Employer/Agency:** Brazos Bend Guardianship Services
- Job Description:** Care Management Services include, but are not limited to:
- Participating in care giver meetings held on our client's behalf;
  - Coordinating or speaking with the direct care staff regarding updates on our client's health status and progress toward their goals, and ensuring they are receiving prescribed medications as required;
  - Advocating for our clients when their needs are not being met or in order to meet their needs in a better way;
  - Monitoring our client's trust account to ensure their eligibility of medical benefits;
  - Monitoring our clients for any signs of abuse and exploitation;
  - Signing required consent forms necessary for medical treatment, medications, or specific services;
  - Visiting the client frequently when in the hospital or at a long term acute care facility;
  - Enrolling clients for any financial or medical benefits needed to provide for their care;
  - Documenting case notes, developing and monitoring progress on the client's annual Care Plan for each client to outline their needs and a plan to address those needs.
- Qualifications:** Bachelors in Social Work or related field;1-2 yrs. experience; ability to work flexible schedule; ability to go into non-standard work environments such as nursing homes, state supported living facility; comfort working with those with intellectual and/or developmental disabilities, mental health issues and other health issues like Alzheimer's or other types of dementia; will be required to obtain state certification
- Salary/Hours:** \$15/hr. 20-25 hrs./wk.
- Employer/Agency:** Brazos Bend Guardianship Services  
**Address:** 10435 Greenbough #200  
**City, State, Zip:** Stafford, TX. 77477
- Contact Person:** Kirk Monroe  
**Contact Title:** Executive Director  
**Telephone Number:** 281-207-2320  
**Fax Number:** 281-207-2472  
**Email Address:** kmonroe@brazosbendguardianship.org
- Application Method:** Send resume by e-mail
- 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 [mjobs@sw.uh.edu](mailto:mjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you*