

<b>Job Title</b>	Case Manager
<b>Employer/ Agency</b>	Humble Area Assistance Ministries (HAAM)
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Provide housing assistance to clients in the Rapid Rehousing program.</li> <li>• Provide services in accordance with HAAM policies and procedures and Coordinated Access standards of care.</li> <li>• Conduct home visits and assess clients service's needs, establish goals and objectives with client, face to face follow-ups, and conduct review of services, preparation for discharge and after care services.</li> <li>• Advocate on behalf of clients to access community services</li> <li>• Maintain client's charts updated at all times, in accordance with HAAM policies and procedures and grant related standards</li> <li>• Attend meetings as scheduled by Coordinated Access and serve as liaison between HAAM and Community Agency</li> <li>• Work closely with Program Director, Agency Case Managers, Housing Navigator, Community Agencies and resources.</li> <li>• Maintain a professional demeanor at all times, when communicating with clients, staff, and community agencies.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree in Social Work or related Social Services field.</li> <li>• Experience conducting home visits.</li> <li>• Experience addressing the needs of clients that are homeless.</li> <li>• Experience providing Case Managements, demonstrate knowledge of community resources.</li> <li>• Strong written and oral communications skills.</li> <li>• Computer skills and familiarity with database systems such as HMIS.</li> <li>• Ability to work independently, attention to details, meet deadlines and handle multiple tasks.</li> <li>• One to two years of experience working in a social services agency/faith based agency, specifically with the low income population</li> </ul>
<b>Salary/Hours</b>	Full Time (40 hours)
<b>Employer/Agency</b>	HUMBLE AREA ASSISTANCE MINISTRIES
<b>Address</b>	1302 1 <sup>ST</sup> STREET E.
<b>City, State, Zip</b>	HUMBLE, TEXAS 77338
<b>Contact Person</b>	Ester G. Valladares
<b>Contact Title</b>	Program Director

<b>Telephone Number</b>	281-446-3663 extension 103
<b>Fax Number</b>	281-446-2601
<b>Email Address</b>	<a href="mailto:evalladares@haaministries.org">evalladares@haaministries.org</a>
<b>Application Method</b>	e-mail
<b>Opening Date</b>	5/27/2016

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