

Date Posted: 11/30/12

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

Job Title: Case Manager

Employer/Agency: Catholic Charities, Archdiocese of San Antonio

Job Description: Case manager needed for nonprofit Money Management Program for low income elders.

Responsibilities include screening of client to determine eligibility; matching of client with appropriate volunteer; maintain program and financial monitoring system, assistance and referral of clients to outside resources, monthly reports, prepare marketing materials for outreach.

Qualifications: Associates or Bachelor's Degree preferred. Bilingual (Eng/Span) a plus.

Public speaking and own reliable transportation required. Criminal background check required. Proficiency in all Microsoft Programs, QuickBooks; excellent written & communication skills.

Salary/Hours: DOE

Employer/Agency: Catholic Charities, Archdiocese of San Antonio
City, State, Zip: San Antonio, TX

Contact Person: HR Director

Fax Number: 210.227.0217
Email Address: hrdirector@ccosa.org

Application Method: Send resume to HR Director at hrdirector@ccaosa.org or fax to (210)227-0217. No phone calls please. EOE.

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 mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you*