

Job Title	Disability Specialist / Case Manager
Employer/ Agency	SEARCH Homeless Services
Job Description	<ol style="list-style-type: none"> 1. Carries out SEARCH's Mission Statement to provide hope, create opportunity, and transform lives. 2. Works with Engagement Services, Mobile Outreach, and other SEARCH case managers and community partnerships to identify prospective clients with a strong match for SSI/SSDI eligibility criteria. 3. Works collaboratively with existing case managers to ensure that client needs are met. 4. Using Evidence-Based Practices, such as SOAR for disability applications, the Transtheoretical Model and Motivational Interviewing, performs assessments, collects required personal and medical documentation, and accompanies clients, as needed, at appointments related to their disability application. 5. Completes initial applications or appeals SSI/SSDI claims with client for non-attorney representation, while maintaining frequent contact with clients to ensure we can locate them as necessary in the process. 6. Summarizes claimant information requested by SSA, DARS, or HHSC that may include requests for medical records and current mental status examinations. 7. Reviews and interprets Social Security Administration determinations to identify trends affecting disability decisions. 8. Develops/maintains an active paper filing system for all Disability Application documentation. 9. Completes and enters data for tracking within HMIS system and Excel on a timely basis. 10. Develops reports and participates in CQI activities, as required. 11. Participates in training, as required. 12. Other related duties as assigned.
Qualifications	Bachelors Degree in Social Work or related field strongly preferred. Three years' experience in social service setting required. Prefer prior work with homeless, mentally ill, clients with chronic health conditions, substance abuse, or dual diagnoses client populations. Prior experience with SSI Applications ideal.

Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2505 Fannin
City, State, Zip	Houston, TX 77002
Contact Person	Lauren Anderson
Contact Title	HR Assistant
Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	LAnderson@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	12/02/2015

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.

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