

Date Posted: 10/12/12

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

**Job Title:** Case Manager

**Employer/Agency:** Memorial Assistance Ministries

**Job Description:** The Case Manager serves as a case manager for clients whose situations are complicated and require help in finding resources and connecting with services. He/she reports to the Director of Client Programs and collaborates with other management staff to assure the success of MAM activities.

**Qualifications:** Commitment to MAM mission. Willingness to work with persons from all walks of life and treat them with dignity. Bachelor's degree in Social Work or Bachelor's degree in related field. 3 years experience with target population. Knowledge of professional social work approaches. Excellent organizational, verbal, and written skills. Knowledge of other social service agencies and their services. Computer skills (Word and Excel) required. Bilingual (Spanish) preferred

**Salary/Hours:** DOE

**Employer/Agency:** Memorial Assistance Ministries  
**Address:** 1625 Blalock Rd.  
**City, State, Zip:** Houston, TX 77080

**Contact Person:** Georgia Kimmel  
**Contact Title:** Director of Programs

**Email Address:** gkimmel@maministries.org

**Application Method:** Send cover letter and resume to Georgia Kimmel via email at gkimmel@maministries.org

**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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.*

*Thank you*