

Job Title	Juvenile Case Manager
Employer/ Agency	CITY OF HOUSTON/MUNICIPAL COURTS DEPARTMENT
Job Description	Serve on a team of Juvenile Case Managers for a truancy prevention and intervention program designed to provide case management and support services to students and families who are considered truant and can be adjudicated in Municipal Courts for Failure to Attend School offenses. Using individual judgment and discretion, provides identification/assessment, truancy intervention, and community-based referrals to social services for juveniles and their families. Job duties include, but are not limited to: conducting home/school visits to perform pre-court assessments and interviews with students and families; connecting students and parents/guardians to community resources; attending Municipal Court hearings to provide client history to judges; maintain client documentation, case files and tracking system; conduct truancy education and awareness presentations; attend mandatory trainings; participate in summer programming; other duties and assignments as needed.
Qualifications	<p>MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in a social behavioral science such as Sociology, Psychology, Social Work, Counseling, or Criminal Justice.</p> <p>MINIMUM EXPERIENCE REQUIREMENTS Two (2) years of professional experience in case management / juvenile court programs or related social services work are required.</p> <p>MINIMUM LICENSE REQUIREMENTS Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).</p>
Salary/Hours	<p>MON-FRI 8AM-5PM* SOME WEEKENDS, EXTENDED SHIFTS AS REQUIRED* *Subject to change \$1,283.00 - \$1,750.00 Biweekly \$33,358.00 - \$45,500.00 Annually</p>
City, State, Zip	Houston, Texas
Contact Person	CATHERINE KLIER
Contact Title	ADMINISTRATION MANAGER
Telephone Number	713-247-4426
Fax Number	713-247-8747
Email Address	Catherine.klier@houstontx.gov
Application Method	Posting remain active until October 22, 2013. Interested individuals are able to apply via the City of Houston Human Resources website- http://www.houstontx.gov/hr/index.html
Opening Date	10/09/2013-10/22/2013

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.