

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie - Suite 400
Houston, Texas 77002-2021
Phone: (713) 755-3030 Fax: (713) 755-8869

Employment & Training (713) 755-5250
Benefits & Compensation (713) 755-5117
Risk Management & Safety (713) 755-8740
Hearing Impaired (713) 755-6870

ANNOUNCEMENT NUMBER: 14725-P

JOB TITLE: Guardian Case Manager

DEPARTMENT: Protective Services for Children & Adults
Guardianship Program

HOURS: 8:00 a.m. – 5:00 p.m.
Monday – Friday

SALARY: Bachelor's Degree: \$2,809.73 -- \$3,032.53/Per Month
Master's Degree: \$3,090.53 -- \$3,345.33/ Per Month
Plus Mileage Reimbursement and Cell Phone Stipend

EDUCATION: Bachelor's degree is required. A Bachelor's or Master's degree majoring in social work, psychology, sociology, criminal justice or closely related field is **preferred**.

EXPERIENCE: One (1) year of experience in a social service setting is **preferred**. Preference will be given to those applicants who have experience working with adults in a social service setting such as: Adult Protective Services, Mental Health Mental Retardation, and hospital or nursing home social work.

JOB SKILLS: Word processing skills and computer skills are required. Reliable transportation along with a valid driver's license and automobile liability insurance are required. License as a Social Worker (LSW), Licensed Master Social Worker (LMSW) or Licensed Chemical Dependency Counselor (LCDC) is **preferred**. Must have good written and oral communication skills.

JOB DESCRIPTION: Acts as a social worker providing integrated social services for clients declared wards of the County. Interviews and assesses nature and degree of intervention and service needs of clients. Determines client's eligibility. Develops, implements and monitors plan of service. Counsels client's family members. Applies for financial assistance and makes decisions based upon medical and social factors contributing to the client's situation. Maintains ward's real and personal property. Makes court appearances and home visits. Counsels clients regarding compliance. Coordinates referrals to other community services identified in the plan of service. Provides advocacy for individual clients. Drafts correspondence. Chronologically documents files. Records and retrieves case documentation. Compiles records and prepares reports. Maintains quality control over work assignments. Reads and interprets regulations pertaining to the administered programs. Establishes and maintains effective working relationships. Performs other job related duties as assigned.

All individuals who provide guardianship services to wards of a local, county or regional guardianship program must be certified or provisionally certified. To be eligible for

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certification, all applicants for certification must obtain their criminal history records by submitting their fingerprints to the DPS for a Texas and FBI criminal history search, among other requirements.

APPLY AT: 1310 PRAIRIE - SUITE 170

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.

The Civil Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Title VII prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older. Any limitations in these areas expressed in this requisition should be warranted by bona-fide occupational qualification, business necessity or other legally permissible reasons.