

Date Posted: 09/10/12

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Case Manager-Bilingual

**Employer/Agency:** Harris County Community Services Department

**Job Description:** Plans, seeks and monitors services on behalf of the client system. Interviews and counsels individuals and families requiring assistance with personal and family adjustments; interviews and determines nature and degree of problems through the completion of comprehensive, multi-dimensional assessment and frequent re-assessments. Secures information such as medical and social factors contributing to the client's situation; maintains quality control over work assignments; reads and interprets regulations pertaining to the administered programs; drafts correspondence and chronologically documents files; makes home visits; interacts and networks with other community agencies that clients are referred to on a routine basis; counsels clients regarding plans for meeting needs; refers clients to community resources and other organizations; accesses and records client and community resource information, manually or using computer equipment to input and retrieve information; compiles records and prepares reports; reads and interprets regulations pertaining to the administered programs; establishes and maintains effective working relationships with co-workers and the general public.

**Qualifications:** Bachelors of Social Work (BSW) or Masters of Social Work degree is required. Applicants who are not Licensed Bachelor Social Workers (LBSW) or Licensed Master Social Workers (LMSW) are expected to obtain a state license within one year of employment. A valid driver's license and liability insurance are required. Applicant must have good written/oral communication skills and a working knowledge of word processing skills. Bilingual in English and Spanish is required.

**Salary/Hours:** DOE

**Employer/Agency:** Harris County Community Services  
**Address:** 8410 Lantern Point Dr.- Annex M  
**City, State, Zip:** Houston, TX 77054

**Contact Person:** Tanesha Franks  
**Contact Title:** Case Management Supervisor  
**Email Address:** Tanesha.franks@csd.hctx.net

**Application Method:** Email resume to tanesha.franks@csd.hctx.net

**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***