

<b>Job Title</b>	Coordinated Care Specialist
<b>Employer/ Agency</b>	United Way of Greater Houston
<b>Job Description</b>	<p><b>OVERVIEW:</b></p> <p>The Coordinated Care Specialist will provide disaster and crisis case management services to individuals and families impacted by disasters and/or crisis events throughout Harris, Walker, Fort Bend, Waller and Montgomery Counties. The Specialist is responsible for completing Needs Assessments, developing Individual Stabilization Plans, and making appropriate community referrals for additional services with service delivery partners. The Specialist will maintain appropriate contact with the client and ensure quality services are provided, up to and including in-person and in-office visits, and that their Individual Stabilization Plan is completed in the most time efficient way possible.</p> <p><b>PRINCIPAL DUTIES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"><li>• Conduct client outreach and complete eligibility and intake process for each client. Conduct home and community visits with the client to provide on-going support and assistance in applying for and obtaining community resources to meet disaster/event caused unmet needs. Support client in the development of their Individual Stabilization Plan. Conduct follow-up visits to monitor and assess the effectiveness of services provided. Document comprehensive client background information, case history, updates, and progress towards Individual Stabilization Plan in both physical and digital files via online software.</li><li>• Prepare reports as requested by Manager. Assist clients in identifying and obtaining available benefits as well as social and community resources. Serve as liaison between family services, medical/psychological health professionals and other contacts to help individuals and families in post-disaster events.</li><li>• Provide on-going program evaluation and recommendations to the Manager and AVP for continuous growth and quality. Provide reports and status for all cases in their portfolio as needed by program demands. Participate in workshops,</li></ul>

	seminars, education programs and other activities that promote professional growth and development.
<b>Qualifications</b>	<p><b>Education</b> Bachelors or better in Human Services or related field.</p> <p><b>Required Experience</b> 2-3 years: Proven experience in emergency case management, direct social services, or related client casework including working within multi-disciplinary teams to develop case plans with specified goals and outcomes. Bilingual in English/Spanish a plus.</p>
<b>Salary/Hours</b>	Annual Salary: \$50K Full-time
<b>Address</b>	50 Waugh Dr.
<b>City, State, Zip</b>	Houston, TX, 77007
<b>Application Method</b>	Online: <a href="https://recruiting.ultipro.com/UNI1071UNGH/JobBoard/14951b9f-fcb7-63b5-3f0c-5670cfa132c9/OpportunityDetail?opportunityId=d0e8d00b-d948-49a6-b01b-bafd27c5a6e7">https://recruiting.ultipro.com/UNI1071UNGH/JobBoard/14951b9f-fcb7-63b5-3f0c-5670cfa132c9/OpportunityDetail?opportunityId=d0e8d00b-d948-49a6-b01b-bafd27c5a6e7</a>

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