

Job Title	Full-Time Case Manager
Employer/ Agency	Casa Mateo
Job Description	<p>Job Summary</p> <p>Casa Mateo is seeking a dedicated and compassionate individual to join our team as a Shelter Case Manager. In this role, you will provide comprehensive case management services to asylum seekers, many of whom have experienced trauma and persecution in their home countries. The ideal candidate will be trauma-informed and committed to supporting individuals through systems and processes with dignity and respect.</p> <p>Responsibilities</p> <ul style="list-style-type: none">● Provide direct case management services to asylum seekers, including needs assessment, goal setting, service planning, and advocacy.● Conduct intake assessments to identify clients' strengths, needs, and barriers to stability.● Develop individualized service plans in collaboration with clients to address their immediate and long-term needs, including transitional housing, healthcare, legal assistance, and social support.● Assist clients in accessing community resources and services, such as legal aid, mental health counseling, language interpretation, and educational opportunities.● Advocate on behalf of clients to ensure their rights are protected and their voices are heard.● Maintain accurate and up-to-date case records, documentation, and reports in compliance with agency standards and funding requirements.● Collaborate with interdisciplinary community partnerships, including legal advocates, interpreters, and healthcare providers, to coordinate services and support for clients.● Provide crisis intervention, emotional support, and trauma-informed care to clients as needed.● Stay informed about changes in social services that may impact clients' eligibility and rights.
Qualifications	<ul style="list-style-type: none">● Bachelor's degree in social work, psychology, counseling, or related field required; Master's degree preferred.● Minimum of 2 years of experience working in case management, social services, or refugee/asylum services.● Knowledge of trauma-informed care principles and practices.● Familiarity with immigration law, asylum procedures, and refugee resettlement processes preferred but not required.● Strong interpersonal skills and ability to establish rapport with diverse populations.

	<ul style="list-style-type: none"> ● Excellent communication, advocacy, and problem-solving skills. ● Ability to work independently and collaboratively in a fast-paced environment. ● Proficiency in a second language (e.g., Spanish, Arabic, French) preferred. ● Must pass a criminal background check and drug screening.
City, State, Zip	Houston, TX
Email Address	nrendon@casamateo.org
Application Method	Please submit your resume and cover letter outlining your qualifications and interest in the position to nrendon@casamateo.org
Opening Date	Immediately

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.