

Job Title	Case Manager – WFDC 9104
Employer/ Agency	Star of Hope Mission
Job Description	<p>Manage the life cycle of the clients to include but not limited to ministry, developing their short and long-term objectives, holding them accountable, handling and resolving grievances, discipline, and (if appropriate) termination. Case Manager-I is to ensure each resident is following a program that will assist in the transition from homelessness to self-sufficiency, to maintain order in the facility and to keep accurate records on each resident.</p> <p>Job Responsibilities:</p> <ol style="list-style-type: none"> 1. Manage the life cycle of the clients to include but not limited to ministry, developing their short and long-term objectives, holding them accountable, handling and resolving grievances, discipline, and (if appropriate) termination. Model Christian character, advise, and counsel residents using Biblical principles. 2. Conduct assessment through one-on-one interview as it relates to identifying appropriate programming for residents. Log all the pertinent information in the Case Worthy system. 3. Consult with resident’s one-on-one on a weekly basis on their progress and make detailed documentation for the file immediately after closure of the session. 4. Maintain accurate records on each resident. 5. Enroll all residents in an appropriate program as well as required classes within the Case Worthy system as required. 6. SOARS certified in efforts to conduct one-on-one assessments and completion of application process for SSI/SSDI services. Assist all residents with social services to include letter of residency, state identification, driver’s license, social security card, food stamps, WIC, TANF, Attorney General, etc. 7. Provide shadowing supervision to new Case Manager Staff. 8. Participate in regular staffing meetings regarding residents’ progress. 9. Refer residents with specific needs to the appropriate program or counselor. 10. Attend regular Case Management meetings and other meetings. 11. Enforce rules, policies, and procedures as appropriate. 12. Screen residents for substance abuse, both random and for cause. 13. Participate in trainings as assigned. <p>Other Job Responsibilities:</p> <ol style="list-style-type: none"> 1. Participate in Ministry and prayer activities, as appropriate 2. Other duties as assigned.
Qualifications	Education, Skills & Experience: B.A. or B.S. in Social Science or related work experience or an equivalent combination of education and experience. 1 year working experience in the field of Social Science as a Case Manager preferably with those with mental health problems. Good computer skills and knowledge of Microsoft Windows, Microsoft Word and Excel. (Valid Texas Driver’s License with acceptable driving record and current liability insurance required).
Salary/Hours	Discussed during Phone Screen
Address	2575 Reed Road
City, State, Zip	Houston, TX 77051
Contact Person	Vee Frost

Contact Title	Recruiter
Application Method	All applicants <u>MUST</u> apply on our website, create, and complete the profile by adding at least (3) employers for Work History, upload your Current Resume (MO/YR format for Start/End Dates in chronological order), and (3) Professional References. Incomplete profiles will not be considered. https://recruiting.ultipro.com/STA1024SOHM/JobBoard/4a4c0774-5801-4cdb-b24c-3a740f9a1d61/?q=&o=postedDateDesc
Opening Date	Immediately

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