

Job Title	Case Manager
Employer/ Agency	Hope and Healing Center & Institute
Job Description	<p>This position is a part of the clinical team. They will work closely with clients to support and guide them in addressing issues related to psychiatric symptoms, housing, employment, budgeting, social services, insurance, etc. They will facilitate scheduling and coordinate tele-psychiatry one day a week. Additionally, this position is responsible for meeting with clients to facilitate support groups, manage community support group calendar and correspondence, communicating with interdisciplinary team, guiding clients in the referral process, expand provider network with minimally 10 additions monthly, and send monthly reports to clinical team on provider network expansion.</p>
Qualifications	<p>Applicants for the position must have a bachelor's degree in social work or related field and must have one year of experience in a social work setting. Preferred applicants will possess licensure (LBSW). Applicants that are license eligible will be considered. Applicants must have experience connecting clients with referrals in the community, crisis intervention, and working with a multidisciplinary team. Applicants must possess technical, clerical, critical thinking, and interpersonal skills relevant to total client care in order to safely and efficiently assist clients. Preferred applicants will have experience working with psychiatric populations, facilitating groups, conducting psychosocial interviews, connecting clients with referrals in the community, and crisis intervention. Applicant must have the ability to prioritize work with minimal supervision, in order to independently carry out duties.</p> <p>Duties and responsibilities</p> <p>Clinical Team Responsibilities</p> <ul style="list-style-type: none"> • Maintain timely documentation for all client services and case management • Weekly participation in clinical consultation groups • Effectively communicate with interdisciplinary team across all clinical programs: CBT- Based Coaching, DBT, Telepsychiatry and Case Management • Provide screenings/intake assessments for HHCI services • Facilitate support groups (including assisting with teaching DBT skills class – training provided) • Agree to the agency's work agreement (attached) • Organizes community support groups and manages calendar. <p>Case Management</p>

	<ul style="list-style-type: none"> • Provide skilled crisis intervention services and family consulting • Provide case management support to clients and their families • Continued development of referral network through new community partnerships and resources through in-person interviews, emails, phone calls • Occasional (rare) travel across Houston and surrounding areas for network expansion <p>Tele-Psychiatry Duties</p> <ul style="list-style-type: none"> • Schedule tele-psychiatry appointments with identified clients • Provide vitals and assist in appointments and prescription follow-ups
Salary/Hours	Full-time
Address	717 Sage Road
City, State, Zip	Houston, Texas 77056
Contact Person	Joy Draper, LCSW-S
Telephone Number	713-871-1004
Fax Number	7013-439-1927
Email Address	jdraper@hhci.org
Application Method	Email resume to jdraper@hhci.org
Opening Date	Immediately

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