

Job Title	Bilingual Case Manager
Employer/ Agency	The Women's Home
Job Description	<p>Description: Based on the WholeLife® principles, this position will develop opportunities and services as well as provide case management for clients at the WholeLife® Service Center to help them access services, maintain housing and income as well as to help them with personal development.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Conduct intakes, other designated assessments and treatment/service plans for all individuals seeking services through the WholeLife® Service Center • Maintains a caseload to provide comprehensive case management services. • Identify community resources in the WLSC collaborative and the Spring Branch community that can benefit all clients. • Work collaboratively with a multidisciplinary team that includes community partners. • Participate in team meetings and case consultations at scheduled • Develop and maintain positive relationships with community stakeholders in Spring Branch and with volunteers. • Survey clients to identify programs and services that are needed and wanted. • Transport clients to appointments per transportation request guidelines. • Interface with caseworkers in outside agencies, family members, and other professionals both verbally and in writing as needed. • professionals both verbally and in writing as needed. • Provide individual case management services and facilitate a groups as needed. • Provide individualized resources & referrals for mental health and medical needs • Maintain updated record of activities and case notes in clients' files and track progress over time. • Ensures tenant files are locked and secured and confidentiality is maintained. • Complete Discharge Summary when clients leave/ complete programming. • Compile interesting/relevant information for monthly newsletter. • Track and submit final reports on outcomes measures monthly in agency reports. • Ensure HMIS information for chronically homeless individuals is entered in the database in a timely manner. • Document incidents and provide risk assessments and crisis intervention for the safety and well-being of all clients. • Participate in community outreach and meetings as assigned by supervisor

	<ul style="list-style-type: none"> • Attend a monthly all staff meeting and other relevant team meetings • Perform other duties as assigned to support the overall operations and success of the department, program, and organization. • Other duties assigned as needed for optimal tenant care.
Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none"> • B.A. degree in psychology, social work, or related field • Minimum two years experience providing case management services to clients who are homeless because of substance abuse and mental illness. • Prefer experience working with community collaborations • Valid Texas driver's license. • Knowledge of community resources in the Houston area • Able to work a flexible schedule including some evening and weekend hours • Flexibility and adaptability as the position grows and changes • Ability and willingness to drive agency van as needed. • Must be Bilingual
Salary/Hours	Salary Range: \$45,000.00 To \$55,000.00 Annually Full-Time
City, State, Zip	Houston, TX 77055
Application Method	Apply Here: https://www.thewomenshome.org/careers-at-the-womens-home/
Opening Date	Immediately

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