



JOB TITLE Case Manager

PROGRAM Supportive Services for Veteran Families

JOB SUMMARY

The purpose of a Case Manager is to conduct comprehensive intake and assessments of client needs; develop, implement, monitor, and evaluate individualized service plans with each client; and to link each client with appropriate community supports to ensure their progress towards the individualized service plan goals.

REQUIREMENTS

- Engage client by maintaining regular contact to monitor and track progress and response to services.
- Develops and implements individualized service plan with the client to address identified needs within established time frame.
- Monitor and evaluate client progress and adjust service plan and/or delivery as necessary.
- Complete all necessary documentation to ensure compliance with funding requirements, licensing requirements, COA standards, and agency quality assurance standards.
- Performs comprehensive assessments on clients according to established standards.
- Advocates for clients at service providers or agencies, and in the community.
- Cultivate positive relationships with relevant funding and monitoring entities, faith based organizations, social service providers, and other community partners. Participate in appropriate community collaborations.
- Provides transportation for self and/or others to off-site locations, including client residences.
- Initiates and completes case closure when appropriate.
- Coordinates/Provides effective and appropriate training to meet the individualized service plan goals.
- Available for after hours crisis response for intensive case management as needed.

QUALIFICATIONS

1. Bachelor's degree in Social Work or related field and one year experience in social services or a combination of education and experience.
2. Bilingual skills in a common client language are preferred.
3. Experience with homeless and/or veteran services highly desirable
4. Must have reliable transportation, a current Texas driver's license, and evidence of auto liability insurance. Must be willing to transport clients in his/her car.

WORK HOURS AND LOCATION

Regular office hours are 8 am to 5 pm. Case manager will be housed in Denton County and will travel primarily between Denton and Lewisville.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:

Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115
Fax: (817) 535-8779
Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.
No phones call, please.