



**JOB TITLE** Bilingual Case Manager

**PROGRAM** Healthy Start

### **JOB SUMMARY**

The responsibilities of the Healthy Start Case Manager is to conduct comprehensive intakes and assessments of client needs; develop, implement, monitor, and evaluate individualized service plans by conducting home visits. The Healthy Start Case Manager will coordinate multidisciplinary services as indicated by the level of necessary interventions. This will be done by linking clients with appropriate agency and community support services to ensure client progress towards individualized service plan goals. The Healthy Start Case Manager's primary goal is to serve as a perinatal advocate and health educator for clients to facilitate healthy birth outcomes.

### **REQUIREMENTS**

- Must be bilingual in English and Spanish.
- 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.
- 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 hour's crisis response for intensive case management as needed.
- Experience in Maternal and Child Health Services and/or community coordination a plus.

### **QUALIFICATIONS**

- Masters degree in Social Work, Bachelors degree with two years experience, related field with three years experience in social services or a combination of education and experience.
- Bilingual in English and Spanish is mandatory for this position.
- Additional licensing and other qualifications may be required for particular programs according to state standards, funding requirements and agency policies.

- 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 8:00 a.m. to 5:00 p.m., with occasional evening and weekend hours. This position works at the main campus.

**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](mailto:ccresume@ccdofw.org)

Due to the volume of responses, only qualified parties will be contacted.

No phone calls, please.

Date Posted: January 24, 2012

Remove Posting: Open until filled