

Job Title	LMSW
Employer/ Agency	AIDS Foundation Houston
Job Description	<p>Responsible for the successful integration of clients into the housing program to ensure expected outcomes regarding linkage to care to needed social services in a timely and coordinated manner utilizing public, private, and community resources to decrease service gaps and remove barriers for individuals living with disabilities and/or HIV. The LMSW CM helps clients and their families gain access to resources while confronting their personal issues including but not limited to, mental illness, addiction, and trauma. The LMSW Case Manager utilizes the assessments and professional discretion to help individuals develop a service plan to help individuals manage their potential barriers, and empowers participants to increase their employment skills and/or income, promote greater self-determination, and maintain stable housing. The LMSW CM is responsible for ensuring individuals in the housing program are practicing hygiene and cleanliness that maximizes their health. Additionally, the LMSW CM is responsible for building appropriate documentation, through multiple databases, case notes, case review (with other Life Skills Case Managers and support staff) to develop the required on-going and complete assessment and plan to support the individual's success.</p> <p>CORE COMPETENCIES: Ethical-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. Leadership-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others. Professionalism-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. Initiative-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed. Interpersonal/Communication Skills- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to new things; manages difficult or emotional situations; responds timely to client needs; solicits feedback to improve service; meets commitments. Oral Communication - Speaks professionally in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. Written Communication -Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information. Problem solving-Identifies and resolves problems in a timely manner; works well in-group problem solving situations; uses reason when dealing with emotional topics. Judgment-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.</p>

DUTIES AND TASKS

Planning and Implementation

1. Prioritizes and plans work; uses time efficiently; plans for additional resources; sets goals and objectives.
2. Creates position, program, department, and agency plan, as assigned.
3. Utilizes position and knowledge to add to the development of case management and group services.
4. Reads and implements the agency Strategic, Annual and Departmental plans.
5. Uses calendar to schedule work duties, meetings, and planning activities.

Client Services

1. Responsible for the successful implementation, monitoring, evaluating and adapting of a service plan as necessary for low-income individuals with disabilities and/or HIV who demonstrate multiple medical and psychosocial needs.
2. Creates and maintains accurate, complete client records and inputs into appropriate databases.
3. Conducts a psychosocial assessment on each client within three (3) business days prior to the client moving into housing.
4. Develops a service plan with program a participant that includes educational materials, social services information, referrals, linkage, and access to appropriate community resources.
5. Identifies and connects clients to appropriate self-help and support groups as indicated or needed. Assists clients who are on treatment plans and/or behavioral contracts to adhere to the conditions of those plans and contracts to maintain stable housing.
6. Ensures medical adherence of all individuals with a focus on linking clients who are HIV negative to AFH PrEP care and providing those clients living with HIV the support needed to achieve and maintain viral suppression.
7. Teaches and monitors daily living skills; this includes, but is not limited to, teaching and assistance in medical adherence for healthy living as directed by physician, grocery shopping, utilizing public transportation, maintaining self-care, gaining work skills, volunteering and employment opportunities, etc.
8. Conducts individual and group trainings on life skills; facilitates psycho-educational interactive discussion groups that focus on self/ family management issues which include, but are not limited to, stress management, communication skills, problem solving, and conflict resolution using evidence based curriculum.
9. Develops with the client, effective household management plan that includes but is not limited to managing household duties, relationship with landlord and other tenants, basic cleaning and organization skills to ensure successful housing placement.

10. Uses volunteers and interns to provide services.
11. Acts as a mentor to assist clients who are able to and want to seek employment by equipping clients with tools that will help them become gainfully employed (Resume writing, job fairs, employment seminars, referrals to job service centers and providing job leads).
12. Acts as an advocate for clients to secure needed services and financial enhancement opportunities (such as employment) or entitled benefits.
13. Accompanies clients to appointments that connect them to community resources and services and/or employment opportunities.

Program Compliance Expectations

1. Implement policies, best practices, guidance, standards to create framework for effective case management services.
2. Implement department programming and selected service model.
3. Understand and implements program/department organizational development to increase efficacy, better services, and outcomes.
4. Use and ensure the compliance of all protocols as required by funding sources.
5. Complete and submit timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.
6. Knowledge of general office practices and procedures and uses them effectively to streamline work.
7. Report to the program supervisor on the overall successes and issues regarding program.
8. Through the Quality Management Program look for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Read, understand, and follow AFH Policies and Procedures.
4. Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understand and meet the expected client outcomes.
6. Attend meetings as scheduled.

7. Communicate proactively and professionally with peers and stakeholders through phone and emails.
8. Follow all regulatory requirements for reporting suspected abuse or neglect.
9. AFH requires all employees to be vaccinated against COVID-19 within 30 days of beginning service and requires a COVID-19 negative result conducted no more than 72 hours prior to beginning service from an FDA- approved antigen test.

Stakeholder Interactions/Relationships

1. Form professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on homelessness, housing and HIV and AFH services.

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views.
2. Gives and welcomes feedback.
3. Act respectfully and supportively towards other team members efforts.
4. Work as a highly cooperative member of the AFH staff and volunteers to accomplish agency and departmental goals.
5. Accept responsibility and willingness to be accountable by not blaming others for work product or issues.

Qualifications

EDUCATION AND/OR EXPERIENCE

Level of Education: Master Degree in Social Work required; and two years related experience in related field preferred; state licensing or certification.

Work Experience: Two years related experience in related field, data entry, report writing, compliance experience and strong administrative skills preferred and/or required.

Salary/Hours

Job Type: Full-time

Pay: \$60,000.00 per year

Monday-Friday: 8 Hour Shift



City, State, Zip	Houston, TX, 77002
Application Method	Apply at: https://www.indeed.com/viewjob?jk=f0089e1889db3e9a
Opening Date	Immediately

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