

Job Title	St. Michael Bilingual Case Manager
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>Join the St. Michael's Home for Children's team as a Bilingual Case Manager. The bilingual Case Manager is responsible for coordinating all case management services and activities at St. Michael's Home for Children. Candidate will ensure that weekly case management is provided to children in care and efforts are concentrated on family reunification services. Responsible for ensuring that assessment of placement, communication with family members and identified sponsors for release, and after care services are coordinated and implemented. Case Managers primarily lead the treatment team as a critical part of the service delivery team to assure children's needs are being met through an individualized service plan</p> <ul style="list-style-type: none">▪ You conduct assessment and gathering of information in relation to placement appropriateness and family reunification efforts. Manage caseload of up to 12 clients, ensuring that clients are met weekly and are facilitated communication with family. Risk and Safety factors are taken into consideration to move forward with the discharge plan focusing on family reunification services. Ensures all case management services provided to children and families are in compliance with professional licensing standards, agency standards, COA standards, ORR requirements, and HIPAA. Direct client service delivery includes but is not limited to the following case management duties: conducting assessments in person or on the phone, developing and implementing treatment plans, assessing risk and safety needs for possible sponsors regarding home studies or follow up services, incident reporting and providing appropriate referrals as needed.▪ You complete documentation of client progress within required timeframes and maintains client records in accordance with regulatory/agency standards. Complete data entry tasks associated with appropriate policies. Participate in Case Management activities including but not limited to documentation review and audits of records. Provide leadership in the weekly treatment team meeting and give recommendations on cases in their caseload. Participate in all supervisions and communicate essential information to supervisor.▪ You participate in the on-call rotation for the facility, and routinely attends training opportunities as required by the program and/or professional license.▪ You maintain effective and professional communication with the treatment team and any outside entity including but not limited to ORR, third party reviewers (GDIT), TDFPS Licensing, consulate officials, OHS/ICE officials, attorneys, and other providers as needed. Ensure that collaborating entities have essential information for processing of cases. Case Management activities that require external communication include but are not limited to birth certificate verification, age determination, return to-country processing, home-study or follow up providers, independent providers, school districts, or medical providers.

	<ul style="list-style-type: none"> You establish processes for maintenance of reliable database, which include Efforts to Outcome (ETO) and UAC Portal. Ensure that all needed documentation on databases is entered in a timely manner. Adhere to all policies, procedures, and guidelines required by databases. You perform other duties as required by supervisor.
Qualifications	<p>The Expertise We're Looking For</p> <ul style="list-style-type: none"> You have a Bachelor's degree in the behavioral sciences, human services or social services fields You are Bilingual in English and Spanish <p>The Skills and Assets You Bring, and More</p> <ul style="list-style-type: none"> You have data entry accuracy and excellent proofing capability. You have the ability to work under pressure and manage multiple deadlines concurrently required. You have knowledge and experience with Word and Excel spreadsheet and word processing programs required. You have strong verbal and written communication skills required. You have the ability to handle and maintain confidential information. You have experience with MS Office Suite (Word, Excel, and Access). You have the ability to work in a diverse and multidisciplinary environment in the community. Clear understanding of cultural sensitivity and implications for practice.
Salary/Hours	Full-Time
City, State, Zip	Central – Houston, TX
Application Method	Apply Here: https://tinyurl.com/5n785mdj
Opening Date	Immediately

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