

Job Title	International Casework Manager-MG
Employer/ Agency	YMCA
Job Description	<p>Description: YMCA International Services is a unique branch of the Y of Greater Houston and seeks to meet the needs of Houston’s significant refugee and immigrant communities. We provide comprehensive programs that focus on building human assets and fostering self-sufficiency. The Case Manager will primarily be responsible for conducting needs assessment of newly arrived refugees, immigrants, UHPs, Cubans, and any other eligible walk-ins, as well as connecting clients to additional community resources.</p> <p>Duties and Responsibilities: The Case Manager will primarily be responsible for assessment of newly arrived clients’ needs, provide referrals, as well as helping clients become economically self-sufficient through employment up to 240 days. Responsibilities include:</p> <ul style="list-style-type: none"> • Housing (Responsible for developing a plan for securing safe and sanitary housing) with the assistance of Program Director • Ensure that all core services are provided in a timely manner • Initial Community Orientation and other necessary guidance as required • Develop self-sufficiency plan and provide Match Grant (MG) program services by assessing the case within 31 days of MG eligibility period • Make sure all employable MG clients attend job readiness classes and work with MG job developers to make sure all employable are actively looking for jobs • Provide all necessary referrals and verify attendance to English as a Second Language Classes • Advising and emergency services • Enrollment of children in school • Transportation, translation and interpretation • Maintain case files and case notes as required by MG Guidelines • Prepare and submit reports as required by Program Director • Airport pickup when deemed appropriate and necessary • Solicit and document in-kind goods and services • Report suspicious and inappropriate behaviors and policy violations • Follow mandated abuse and incident reporting requirements • Meet timelines and deadlines related to supporting systems and employee compliance. Example includes but are not limited to Kronos Workforce Ready for review and approval of time sheets • Other duties as assigned including Food Pantry rotation • Case Manager is ultimately responsible for all of the cases assigned <p>Outcomes</p> <ul style="list-style-type: none"> • Case Managers are directly responsible for up to 40 cases • Case Managers are responsible for core services being completed within 30 days and MG services being completed within 240 days

	<ul style="list-style-type: none"> • Case Managers are responsible for self-sufficiency outcomes for all assigned clients • Case Managers are responsible for follow-up of clients for up to 90 days & follow up of MG clients up to 240 days
Qualifications	<p><u>Requirements</u></p> <ul style="list-style-type: none"> • Excellent written and verbal English communication skills • Bilingual in Spanish, Swahili, Kinyarwanda, French, Rohingya or Burmese are required • Familiarity with office procedures, devices and software • Very good organizational, effective time and resource management skills • Capable team player & collaborator • Bachelor's or Diploma degree in field related to social services and/or relevant professional experience • Valid driver's license, clean driving record, automobile liability insurance, and a vehicle
Salary/Hours	Base Pay: \$50,460.80 - \$60,552.96/year Full-time
Address	3110 Hayes Rd., Suite 300
City, State, Zip	Houston, TX 77082
Application Method	Apply Here: https://secure6.saashr.com/ta/6082553.careers?CareersSearch=
Opening Date	Immediately

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