

Job Title	St. Michael's Lead Case Manager
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>The case managers are a critical part of the service delivery team, especially in assuring that the children's needs are being met and individualized for each minor. Case Manager, Lead is responsible for ensuring that weekly case management services are provided to the minors residing at the St. Michael's Home for Children program and that efforts are concentrated on safe and timely releases. Case Manager, Lead will ensure that the children are being assessed and placed appropriately. Provides individual and group supervision to the case management staff of SMHC. Also, provides administrative oversight for the responsibilities assigned to the SMHC case management team, including ensuring productivity and quality assurance targets/goals.</p> <p>What you Deliver</p> <ul style="list-style-type: none">• Ensures that weekly case management services are provided to the minors residing at the St. Michael's Home for Children program and that efforts are concentrated on safe and timely releases.• Ensure that children are being assessed and placed appropriately while in care and after care services. Ensure case management services are being provided, including communication with family and identified sponsors, and appropriate entities focused on the release of children. All case management services to children and families follow 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, and providing appropriate referrals.• Completes data entry tasks associated with tracking measurable outcomes and management of staff performance.• Completes necessary daily, weekly, monthly, quarterly, and annual reports.• Participates in on-call rotation for the facility, and routinely attends training opportunities as required by the program and professional license.• Manages and facilitates an individual caseload of 1- 2 client cases for which documentation and compliance will be in order. Completes documentation of client progress within required timeframes; maintains client records in accordance with regulatory/agency standards.• Ensures the Case management staff participates in and executes abuse risk management responsibilities, as recommended by Presidium, state and professional licensing boards, and ORR/DUCS.• Provides guidance and supervision of Case Managers. Monitor performance, provides training and development.• Trains new case managers and staff. Provides administrative oversight

	<p>for the Case Management responsibilities assigned to the SMHC case management team, including ensuring productivity and quality assurance targets/goals, documentation review, and audits of records. Manages, develops, and updates documentation, tools, and systems used to gather and report on services rendered. Offers guidance and recommendations during weekly staffing of cases with treatment team members as chair of coordinating meeting and services discussed through participation and attendance. Contributes to the development of on-going discharge planning for clients as their case develops for release from St. Michael's Home for Children Program. Ensures the SMHC case management team meets all documentation requirements.</p> <ul style="list-style-type: none"> • Attends Stakeholders meetings hosted by ORR and appointments as needed through ICE, private attorneys, and consulate officials for coordination of services. • Perform other duties as required by supervisor.
Qualifications	<p>The Expertise We're Looking For</p> <ul style="list-style-type: none"> • Bachelor's Degree • Three (3) years progressive employment experience that demonstrates supervisory and case management experience • One (1) year employment experience providing child welfare services to CPS, vulnerable, or at-risk youth populations • Bilingual in Spanish in English. • Valid Texas Driver's License
Salary/Hours	Full-Time
City, State, Zip	Houston, TX 77006
Application Method	<p>Apply Here: https://tinyurl.com/bdmmpspc</p>
Opening Date	Immediately

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