

<b>Job Title</b>	Case Manager
<b>Employer/ Agency</b>	Southwest Key Programs
<b>Job Description</b>	The Case Manager is responsible for the submission of service plans and other assessments required for the compiling of a comprehensive case file found on Southwest Key Programs (SWK) designated web-based program with supporting documentation maintained in physical files. The Case Manager is required to maintain a flexible, organized, and efficient work schedule and is subject to work extended hours, weekends, and be on-call.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree required in Social Work, Psychology, Human Services, Counseling, or other social service field.</li> <li>• 1 year experience preferred working with adolescents or in the youth services field. (Volunteer and internship experienced included)</li> <li>• Must be computer literate with working knowledge of Microsoft Windows (Word Perfect, Microsoft Word, Excel)</li> <li>• Required to work a flexible schedule to facilitate program services.</li> <li>• Cleared Tuberculosis test results.</li> <li>• Cleared background check from appropriate entity.</li> <li>• Required Bilingual. (English/Spanish)</li> <li>• Cleared drug test results (this one is for Texas programs only).</li> <li>• Must be at least 21 years of age at the time of hire.</li> <li>• Valid Driver's License</li> </ul>
<b>Salary/Hours</b>	\$25.65 Sign on bonus: \$1,000
<b>Address</b>	Locations: <ul style="list-style-type: none"> <li>• 15101 East Freeway, Channelview, Texas 77530</li> <li>• 419 Emancipation, Houston, Texas 77003</li> </ul>
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Esmeralda Almaguer
<b>Telephone Number</b>	(737) 239-4897
<b>Email Address</b>	ealmaguer@swkey.org
<b>Application Method</b>	<p>Complete an online application at:</p> <ul style="list-style-type: none"> <li>• <a href="https://jobs-swkey.icims.com/jobs/24849/case-manager/job?mode=view&amp;mobile=false&amp;width=783&amp;height=500&amp;bga=true&amp;needsRedirect=false&amp;jan1offset=-360&amp;jun1offset=-300">https://jobs-swkey.icims.com/jobs/24849/case-manager/job?mode=view&amp;mobile=false&amp;width=783&amp;height=500&amp;bga=true&amp;needsRedirect=false&amp;jan1offset=-360&amp;jun1offset=-300</a></li> </ul> <p>OR</p> <p><b>Email resume to:</b> ealmaguer@swkey.org</p>

<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.