



Job Title: Case Manager

Rate of Pay: \$20-25/hr

Time Parameter

- This position is part-time - 20 hours a week, must be available to meet the clients as needed.

Position Description: Comal County Habitat for Humanity is partnering with the McKenna Foundation and several other area non-profits to provide direct crisis assistance to Comal County families affected by COVID-19. In this position, you will help Comal County families who need assistance; financially, spiritually, and mental health by connecting the clients to the appropriate resources.

Areas of Responsibilities

- Assist the community in completing necessary documentation
- Determine client needs, evaluate eligibility for assistance
- Assessing clients with the mental health professionals for wellness, needs, preferences, and abilities, and developing plans to improve
- Working with clients, family and friend support networks, and health care professionals to put care plans in place
- Help assist with the financials; utility bills, rent or mortgage payments
- Listening to clients' concerns and providing counseling or intervention as required
- Recording clients' progress, charting referrals and scheduling home visits
- Evaluating clients' progress periodically and making adjustments as needed
- Following up with discharged clients to ensure they are satisfied with services and still in good physical and mental health
- Assist the client with spiritual support

Required Skills, and Experience

- Bachelor's Degree in Social Work or 5 years of related work experience is preferred.
- A propensity for compassion and ability to relate to clients with various needs
- Ability to motivate clients to follow care plans

- Great communication skills and ability to articulate care plans to clients, loved ones and professionals
- Excellent organizational and record-keeping skills, as well as the ability to manage multiple cases
- Sound critical thinking and problem-solving skills to assess clients, analyze feedback from health care and social workers, and determine the best care plans
- Computer literacy to maintain and manage case records

Equal Employee opportunity