



NOW HIRING! FULL-TIME CASE MANAGER
Pay: \$17.61/HR

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. Join us in our mission and make the journey with the precious children we serve.

Summary/Objective - Responsible for carrying out case management duties and assist the CRC Supervisor with the overall operation of the Children with Special Health Care Needs program

General Duties

- Provide case management services to families of children with special health care needs
- Conduct home visits
- Complete an individualized service plan utilizing a person-centered approach
- Link families to services and community resources
- Meet regularly with families to assess progress and make referrals
- Document all progress notes in client record and maintain proper client records
- Conduct presentations to spread community awareness
- Assist with outreach events and family/client engagement events
- Promote service and enroll clients
- Maintain professional working relationships with other social service agencies
- Participate in trainings, staff development as required by DSHS and agency
- Assist in the overall operation of the service to include reporting to the Program Supervisor and DSHS

Required Education and Experience

- Must have a bachelor's degree in Social Work, Psychology, Social Services or related field
- Skilled in computer applications, record keeping practices and related administrative duties and responsibilities
- Familiar with all aspects of client confidentiality procedures
- Fluent in English and Spanish
- Must have reliable transportation
- Valid Driver's License and car insurance
- Excellent written and oral communication skills

Preferred Education and Experience

- Licensed Social Worker in the State of Texas
- Experience working with the disability population
- Knowledgeable of resources for individuals with disabilities

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Office setting, computer/work station, Home visitation

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



BENEFITS: Health and life insurance. 401K. Holiday pay, paid vacation and sick time.

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to admin@pdnchildrens.org