



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Case Manager

Description: Preferred Personnel's client is seeking a Case Manager! Responsibilities will include: Assisting program participants in developing vocational goals reflective of their skills, capabilities and interests. Manage participant progress towards achieving goals by creating and updating plans.

- Provides initial screening for new clients.
- Maintains a unified waiting list, as necessary.
- Determines eligibility, provides counseling to parents, and places children in care, as funding becomes available.
- Registers clients in the Enhanced Field System.
- Assists Protective Services in providing child care for their clients.
- Re-determines client's eligibility for continued care.
- Makes all changes in the client's care between re-certification dates involving eligibility or other pertinent information.
- Transfers children from one child care provider to another.
- Provides for termination of child care.
- Grants and monitors job search extensions.
- Serves as the data entry operator.
- Compares various computer data reports for accuracy and consistency.
- Provides quality control of files and data entry.
- Processes appeals for the clients. Provides client referrals for social services resource programs, as appropriate, and
- Provides referrals on children with disabilities.
- Serves as back-up for other staff when they are not available.
- Performs similar or slightly more responsible duties as assigned.
- Other duties as assigned

Qualifications:

- Bachelor's degree in related field or a satisfactory equivalent of education and experience
- Strong communication skills
- Knowledge about community resources.
- Able to work with and relate to participants and be culturally sensitive.
- Strong organizational skills.
- Must be computer literate and have MS Word and Excel skills at minimum, and the ability to learn specialized databases and software systems
- Bilingual a plus

Requirements:

- Must be detail oriented, dependable and accountable
- Must have good grammar, spelling and typing skills
- Must have strong interpersonal skills and the ability to communicate clearly and professionally
- Must have the ability to maintain confidentiality
- Must have a valid Texas Driver's License with a clean driving record
- Must have valid vehicle insurance and be listed as an insured driver
- Must have reliable transportation and be willing to travel for work related reasons as needed

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com

www.preferred-personnel.com