



**Diocese of Laredo  
Job Announcement**

**POSTING DATE** June 30, 2022

**Application Deadline: Until Filled**

<b>Position: Social Services Case Manager</b>	<b>FLSA STATUS: Non Exempt</b>
<b>MINIMUM REQUIREMENT: Social Services or Social Worker</b> college degree preferred. Proficient computer knowledge and skill, ability to work with a diverse group of people. Be bilingual, speak, and read Spanish and English. Be able to use good judgment.	
<b>START DATE:</b> Immediate	<b>LOCATION:</b> Catholic Charities of the Diocese of Laredo
<b>Position Status:</b> Full time (40 hours)	<b>Hours:</b> Mon- Fri., and as needed

**Position Summary:** The Social Services Case Manager is responsible for providing social services to the clients inquiring about program assistance. Under supervision, provides case management with services and resource coordination particularly with clients that are low-income and in crisis or emergency situations.

**Essential Duties, Functions and Responsibilities:**

- Conducts phone intake assessments and makes appointments.
- Counsels clients/families on achieving service plan goals, developing life skills, and/or sustaining financial stability, conducts activities and monitors the service environment to maximize client success and well-being.
- Attends community meetings that pertain to resources specific to social and emergency services.
- Works with community partners to maximize the assistance for clients.
- Advocates on behalf of clients and families for services, basic needs, and other related issues.
- Works directly with the finance department for proper management and payment of services.
- Prepares correspondence, case notes, narrative and technical reports and related documents.
- Conduct comprehensive, client-centered social work activities in accordance with best practices.
- Stay abreast of community resources and procedures for referring clients to appropriate resources.
- Follow federal and non-federal grant guidelines and policies.
- Enter client data into HMIS database.
- Performs other duties and assumes other responsibilities as assigned by supervisor.

**Skills and Experience:**

- Excellent communication skills both verbal and written.
- Effective and extensive computer skills.
- Critical Thinking Skills, Teamwork Oriented, Planning and Organizing, be able to meet deadlines, Flexibility.

**Additional Skills, Certification or License:**

Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

**Physical Demands:** Work is usually performed indoor and may require being seated for long periods of time. While performing the duties of this job, must be able to move, lift and carry up to 15 lbs., bend, stoop, stand and move frequently, requires vision and hearing abilities. Must be able to work in varying temperature and environment

**Disclaimer:** Possible exposure to communicable disease or illness.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St. - Laredo, Texas 78043 - (956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement**