

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie - Suite 170
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Benefits & Compensation (713) 755-5117
Risk Management & Safety (713) 755-8740
Hearing Impaired (713) 755-687

ANNOUNCEMENT NUMBER: 14238-P

JOB TITLE: Representative Payee Case Manager
DEPARTMENT: Protective Services for Children and Adults
Guardianship Program
HOURS: 40 Hours per Week, Monday - Friday
SALARY: To Be Discussed During Departmental Interview
Based on 26 Pay Periods
Mileage Reimbursement

EDUCATION: Bachelor's degree is required. A Bachelor's or Master's degree majoring in social work, psychology, sociology, criminal justice or closely related field is preferred.

EXPERIENCE: One (1) year of experience in a social service setting is preferred. Preference will be given to those applicants who have experience working with adults in a social service setting such as: Adult Protective Services, Mental Health Mental Retardation, and hospital or nursing home social work.

JOB SKILLS: Licensed as a Social Worker (LBSW), Licensed Master Social Worker (LMSW) or Licensed Chemical Dependency Counselor (LCDC) is preferred. **Reliable transportation along with a valid driver's license and liability insurance are required.** Must have good written and oral communication skills. **Word processing skills and computer skills are required.**

JOB DESCRIPTION: Acts as a social worker providing case management services to Representative Payee clients and insures all requirements of the funding sources are fulfilled. Interviews clients and evaluates the financial affairs of clients. Develops, implements and monitors plan of service. Establishes payee status with the funding sources and assumes responsibility for financial management. Monitors and regularly visits clients to evaluate needs and financial expenditures. Counsel clients regarding compliance with service plans. Coordinates referrals to other community services and provides advocacy for individual clients to receive needed services. Drafts correspondence and chronologically documents files. Utilizes computer software to record and retrieve case documentation. Compiles records and prepares reports. Maintains quality control over work assignments and reads and interprets regulations pertaining to the administered programs. Establishes and maintains effective working relationships with co-workers and business associates. Performs other job related duties as assigned.

All individuals who provide guardianship or money management services to clients of a local, county or regional guardianship program must be certified or provisionally certified. To be eligible for certification, all applicants for certification must obtain their criminal history records by submitting their fingerprints to the DPS for a Texas and FBI criminal history search, among other requirements.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.

CLOSING DATE: UNTIL FILLED

APPLY AT:

1310 PRAIRIE – SUITE 170

UPON A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.