SAS Case Manager Austin

Job Details

Level
Experienced

Job Location
USA-TX-Austin

Travel Percentage
Local travel using own vehicle

Position Type
Full Time

Job Shift
Day

Education Level
4 Year Degree

Job Category
Nonprofit - Social Services

Description

- Conduct intakes and needs assessments for refugee clients referred to the Refugee SAS Program
- Develop an individualized service plan and identify activities to complete the service plan based on the client needs assessment
- Maintain case files and comprehensive case notes
- Enter client data into the RST and state funder databases in a timely manner as directed
- Serve as a local representative of RST during presentations and meetings with external community resources
- Identify new referral resources that will facilitate and assist client self-sufficiency
- Provide prompt response and ongoing communication with other service providers and community partners
- Serve as an advocate for clients
- Other duties as assigned

Qualifications

Education:

- Graduate of an accredited 4 year college or university preferred
- A comparable amount of training and experience may be substituted for degree
Experience:

- Background in social services required
- Previous case management experience 1-3 years preferred; Experience working with diverse populations and refugee social services programs preferred
- Experience and education may be substituted for one another.

Knowledge/Skills:

- High English language proficiency and excellent communication skills both verbal and written required
- Computer proficient including Microsoft Office applications (Word, Excel and Outlook) required
- Fluency in an additional language spoken by the client base preferred

Licenses/Certifications:

Valid Texas driver’s license and minimum mandatory Texas automobile insurance coverage; Must have a car for frequent local travel