

## Registration Information

Order No.	3943634
Agency Name	The Stewpot of First Presbyterian Church
Job Title	Case Manager
Job Description (including hours and responsibilities)	<p>The case manager's primary duty is to provide assistance to clients in gathering the necessary documents to obtain Stewpot ID's, Texas IDs, birth certificates and social security cards and accessing the document bank. They also work with clients enrolled in the Representative Payee program. Meet with clients to obtain supporting documents for Texas ID and birth certificates and submit applications and payment for the documents. • Work with the Director of Client Services and Rep Payee Associate on any assigned clients for Rep Payee services handling all paperwork, financial disbursements, and case management work with clients. • Manage client's documents by performing proper documentation, record keeping and inform clients when documents arrive. • Maintain the document bank for client records in line with the Director of Client Services direction. • Help clients obtain Stewpot IDs. • Provide on-going case management when applicable. • Provides referrals to onsite and off-site partner agencies when appropriate. Hours 8 am-4 pm</p>
Job Location	1835 Young St, Dallas
Qualifications	Bachelor's Degree in social work or social services related field, Master's Degree preferred. • Experience: 2+ years
Link to application web site (if applicable)	<a href="https://fpcdallas.org/join-our-team">https://fpcdallas.org/join-our-team</a>

Application Contact Name	Hiring Committee
Phone	214-748-8051
Email	hiringteam@fpcdallas.org