American GI Forum
NATIONAL VETERANS OUTREACH PROGRAM, INC.
611 N. Flores, Suite 200
San Antonio, TX 78205
(210) 223-4088
www.agif-nvop.org

JOB VACANCY ANNOUNCEMENT

TWC JOB POSTING# 3693211

Opening Date:	May 21, 2019	**Closing Date:**	June 3, 2019
Position Title:	Case Manager (TWCP)	**Annual Salary:**	$37,000 annual salary (5% merit increase at successful completion of 6 month probationary period)
Job Location:	San Antonio		
How to Apply:	Must complete an NVOP **employment application** and via-email to Human Resources to ylopez@agif-nvop.org must attach resume and official or unofficial transcript.)		

JOB DUTIES & RESPONSIBILITIES

Case Manager for the Employer and Community-Based Organization Partnerships Initiative Program is responsible for "outreaching" for eligible homeless and unemployed Texas residents (clients) in need of services including support services', benefits information and assistance, emergency shelter or other housing referrals, minimize the client's dependence on public welfare, job training, and job placement and follow-up services. Case Managers will have specific and measurable goals to meet in serving these clients including number of enrollments, placements per month, support services, training requirements for the client, job preparation assistance, and coordination and contact with other community resource centers. The Case Manager must at all times coordinate their work efforts with other members and/or other programs of the organization, to assure non-duplication of services, provide maximum opportunity and benefits to the client, and at all times support the integrity and good name of the organization. Case Managers are expected to be sensitive to the needs of these homeless and unemployed individuals, and must at all times treat the clients with respect and professional care. Case Managers will be responsible for maintaining detailed descriptive case notes on every client, complete and submit required reports on a timely basis, and perform other program tasks as assigned by their supervisors.

JOB REQUIREMENTS

Must have a Bachelor's Degree from an accredited college or university and at least (3) years' experience in a responsible position interacting with low-income persons or families, veterans, specifically performing as a case manager in job counseling, employment, job training, job development, employment services or related field preferred or a minimum of an Associate's Degree from an accredited college with a minimum of (5) years' significant experience in related work experience. Must be knowledgeable of computers and various software programs including Microsoft Word, Excel, Access, Power Point or other data base programs. Must have transportation and a valid Texas driver's license. Must also provide proof of current vehicle liability insurance. Must pass a drug test and background record check. Employer reserves the right to hire the most qualified person if no applicants meet the minimum qualifications.