



Baylor University

DIANA R. GARLAND SCHOOL OF SOCIAL WORK

Post Date: March 22, 2022

Agency Name	The Stewpot
Job Title	Client Services Case Manager
Job Description	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. The case manager works closely with the Client Services team and the Director of Client Services to provide services that meet the individual client's needs including Case Management. The case manager also helps clients connect with other services that will help them obtain housing or employment. Essential Functions 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. Other Functions · Ensure documentation compliance with all services for grants and program services. · Enroll/update/exit participants from the Homeless Management Information System (HMIS) and The Stewpot database.
Job Location	Dallas, TX
Salary Range	\$42,00-45,000
Qualifications	Bachelor's Degree in social work or social services related field, Master's Degree preferred. · Experience: 2+ years of case management experience and/or experience with people experiencing homelessness
Link to application site	www.thestewpot.org
Application Contact Name	Suzanne Erickson
Phone	214-382-5916
Email	suzannee@thestewpot.org
Application will be accepted until	Open Until Filled

If your response to this job posting results in successful employment or if the position has been filled, please email the Office of Enrollment, Career and Alumni Services at SWO@baylor.edu.