

# ***Holy Family Institute Journey of Hope Program Case Manager - Bilingual Spanish***

**Reports to:** Lead Case Manager

**Hours:** Full-time, exempt position with flexibility.

**Responsibilities:** The Case Manager is responsible for coordinating case management services. The Case Manager's tasks shall include development of intake assessment, individual service plan, family reunification and discharge. The Case Manager shall also ensure that all services provided to each child are properly documented in each child's case file. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

**Requirements:** Master's degree is preferred or a Bachelor's Degree in the behavioral sciences, human services, or social service fields and 3-5 years of progressive employment experience in the human service fields. Must have Act 33, 34 and FBI clearances. Child welfare and/or case management experience is strongly encouraged. EOE

*Candidate must be fluent in both English and Spanish (read, write and speak).*

**To apply online – Visit [www.hfi-pgh.org/careers](http://www.hfi-pgh.org/careers)**