

Guardianship Services, Inc. (GSI) is seeking a full-time Money Management Program Case Manager.

The Money Management Program Case Manager is responsible for ensuring the basic needs of clients are being met through a person-centered approach of deciding how the client's Federal benefit can be best used to meet client's personal care and well-being. Starting Annual Salary: \$33,200; bilingual preferred.

Duties include:

- Develop budget for clients and ensure that finances are used to meet their basic needs. Arrange for incidental expenses.
- Arrange for bills to be mailed directly to GSI address. Approve and coordinate expenditures with staff bookkeeper.
- Maintain files and reports on clients and document all service activity into database within procedural timelines.
- Visit clients in their home at least monthly to provide money for discretionary spending, oversee spending on prepaid debit card, assess appropriateness of service being delivered, and to ensure client's basic needs are being met.
- Arrange for community assistance for clients as needed and assist with recertifications of ongoing services.
- Participate in training of volunteers and provide assistance to volunteers.

Skills/Knowledge:

- Problem solving and decision-making skills with demonstrated ability to use discretion and independent judgment.
- Familiarity and understanding of benefit programs, specialized housing, and community resources for aged and disabled.
- Good interpersonal and communication skills
- Superior time-management and organization skills; type 40 WPM
- Computer literacy with emphasis on Word, Excel, and QuickBooks
- Ability to manage personal finances
- Valid Texas driver's license and car insurance, willingness to use personal automobile for agency travel. Able to pass an extensive criminal background check.

Education/Experience:

Bachelor's degree in social services or related field preferred. Minimum of two years experience in field related to social services, benefit programs, financial, or legal systems.

Please fax resume to 817-921-0680 or e-mail resume to ppoma@guardianshipservices.org