

Position: Full-Time Case Manager

Summary: The Case Manager will coordinate the provision of social services in a public school setting to students and their families facing obstacles to academic and personal success.

We may not have current job opening, but we are always accepting applications. These applications will remain on file for at least three months and will be considered as openings become available.

**Please note that most new staff begin at a Case Manager I level regardless of qualifications.
Generally we promote from within for the higher level positions.**

General Requirements for all Levels:

- Experience with at-risk populations and cross-cultural environments preferred.
- Proven ability to set priorities and work with minimal supervision.
- Ability to articulate program goals in a public setting.
- A willingness to follow the philosophy of CIS and operate as a team player.
- Prefer English/Spanish bilingual abilities
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- *Possess a valid Texas Drivers License and have reliable transportation.*
- *Ability to pass TEA fingerprint based background check*

General Benefits for all Levels:

- Health, life, vision, dental, and disability insurance paid by organization
- 403(b) retirement program
- Paid vacation and sick leave
- Average of 24 paid holidays per year

Case Manager I / \$31,500 per year

- Minimum Bachelor's degree in social work, counseling, psychology or related field

Opportunities for advancement within CISSA are detailed in the following levels:

Case Manager II / \$36,750 per year

- Minimum Bachelor's degree in social work, counseling, psychology or related field
- Three years related professional experience
- Prefer a graduate degree in a social service field (no experience required)

Case Manager III / \$42,000 per year

- Minimum Master's degree in social work, counseling, psychology or related field
- Two years related professional experience
- Willingness to supervise college interns

Case Manager IV / \$47,250 per year

- Minimum Master's degree in social work, counseling, psychology or related field
- Four years related professional experience
- Minimum one year employment with CISSA
- Willingness to supervise college interns
- Willingness to serve on agency crisis team

Please submit cover letter, resume, transcripts, and three letters of reference to:

Director of Human Resources
Communities In Schools - SA
1616 E. Commerce Bldg. 1
San Antonio, TX 78205

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