



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Case Manager.

Coordinates all phases of activities and functions associated with a victim services program. Performs consultative, technical, and administrative work in the planning, development, coordination, implementation, and monitoring of a program. Ensures that established priorities accomplish program goals and objectives. Analyzes program issues, completes policy and program analysis, conducts research, and presents program-related training and education. Supervises additional program staff.

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position

Essential Functions may include, but are not limited to, the following:

- Perform all functions of a Victim Services Specialist.
- Coordinates, supervises, trains, monitors, and evaluates program staff and activities.
- Plans, develops, and recommends new or revised program goals and objectives.
- Develops and schedules program work plans, oversees daily operations, and coordinates program activities.
- Determines or assists in determining program priorities. Evaluates program effectiveness to develop improved methods. Devises evaluation methodology and coordinates implementation. Analyzes results and recommends or takes appropriate action.
- Monitors and approves program expenditures within the established budget. May prepare or assist in preparing proposals for funding or funding continuation to include federal and state grant opportunities.
- Serves as technical consultant for the program and related policy and provides technical and problem-solving assistance on program services. Participates in providing program services to clients as needed.
- Analyzes and reviews analysis of program and program policy issues.
- Prepares periodic reports, financial analysis and statistical reports on program activities and progress.
- Serves as liaison with and resource for community outreach and advocacy groups, service providers, and others. Coordinates, improves, and stimulates interest in the program and recruits program participants.
- Plans, develops and conducts program-related educational sessions and training. Speaks to community and other groups.

- Serve on an on-call rotation requiring work after regular business hours, nights, weekends, and holidays.
- As an exempt employee, this person is expected to participate in community events.
- Performs other job-related duties as assigned.

Minimum Qualifications:

Applicant must have a minimum of:

- High School diploma/GED
- Bachelor's degree in social or behavioral sciences or a directly related field,
- A minimum of three (3) years experience in victim services, related social service work, or a related field. One (1) year in a supervisory or lead role is desired.
- Applicants must meet the requirements of the Texas Commission on Law Enforcement Telecommunicator certification within six months of hire.
- Valid Texas Driver License

Qualifications Preferred

- Master's degree in Social or Behavioral Sciences or a related field.
- Licensed Professional Counselor (LPC), Licensed Master of Social Work (LMSW), or Licensed Clinical Social Worker (LCSW)
- Conversational fluency in Spanish.

Applicant Process:

Applicants shall submit a City of Manor application for employment and a personal history background packet, available at the Police Department.

Contact Manor Police Department at 512-272-8177.

An eligibility list will then be established to fill positions as they become available at the discretion of the Chief of Police. The eligibility list will be good for one year from the closing date of the position posting but may require additional testing or review before the appointment.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Department: Police

Location: Manor, Texas

Job Status: Full-Time

Salary Rate: \$64,376- \$69,305

Schedule: Sunday- Saturday: Shift work

Job Close Date: Open until filled