

**THE ARC OF SAN ANTONIO**  
**CSCM Case Manager**  
**Job Announcement**

**Job Function:** Serves as a case manager for the Community Services Case Management (CSCM) program.

**FLSA Status:** Non-exempt

**Immediate Supervisor:** CSCM Program Director

**Primary Work Hours:** Monday-Friday, 8:00 AM – 4:30 PM, with flexing as conditions demand. Hybrid in-office and remote work schedule.

**Qualifications:**

A master's degree in Social Work with licensure in the state of Texas or be eligible to obtain a license in social work within three months of employment. At least one year of experience in case management services within community programs serving children with special health care needs; **or**

A bachelor's degree in Social Work with licensure in the state of Texas or be eligible to obtain a license in social work within three months of employment. At least two years of experience in case management services within community programs serving children with special health care needs; **or**

A bachelor's degree in a health and human services field and at least four years of experience working in community programs serving children with special health care needs **or**

Four years of experience working in community programs serving children with special health care needs, with qualifications specific to job description.

Must pass a drug test and criminal background check.

Must be available for six weekend sessions a year.

**Compensation:** \$40,000 annual salary plus benefits.

**Duties:**

Organizes and assures that appropriate services are delivered to individuals/families in a timely manner.

Facilitates connections with needed resources in the community.

Possesses a thorough knowledge of appropriate health and social services delivery systems as well as other community resources/agencies.

Performs all required case management functions within specified time frames as outlined in the Children with Special Health Care Needs (CSHCN) Operating Plan and Program Manual.

Maintains full, accurate, and current documentation of evaluations, assessments, needs, progress, services, financial data, and all other categories of information required in each individual's record.

Understands and subscribes to the philosophy and values of culturally relevant education, empowerment, and community integration.

Enables individuals and families to make informed decisions.

Meets with individuals and families in their homes (or virtually) for the initial Family Needs Assessment.

Maintains regular contact with individuals and families to discuss progress, problems, and plans.

Enables individuals to identify both future and transition goals and helps to create a plan to implement identified goals.

Provides services in a family-centered manner, in partnership with individuals and families.

Assists weekly with "Case Manager of the Day" duties.

Works in a team environment.

Abides by all policies and procedures of The Arc of San Antonio per the Employee Handbook and Policies and Procedures Manual and complies with the CSCM Policies, Procedures, and Quality Assurance Manual.

Acquires at least 15 hours per year of professional development.

Participates in all planned weekend parent information sessions (six per year).

Participates in The Arc of San Antonio resource fairs and other community resource fairs as needed.

Completes other duties as assigned by Program Director.

Bilingual (English/Spanish) preferred.

Interested applicants should submit resume and cover letter to Lauren Schuler, CSCM Program Director, by email at: [lschuler@arc-sa.org](mailto:lschuler@arc-sa.org)