

Job Title	Family Violence Caseworker Intern (2 positions)
Employer/ Agency	Harris County District Attorney's Office
Job Description	<ul style="list-style-type: none"> • Assist with case research • Perform administrative duties including copying, filing, and data entry • Photograph injuries and upload to internal database • Contacts clients to confirm appointments
Qualifications	<ul style="list-style-type: none"> • Spanish strongly preferred • Prefer some college, associate's degree, or certification • Computer proficiency • Good organizational skills • Ability to work in a fast-paced, crisis-oriented environment, both in an office setting and in court
Salary/Hours	Part- Time - 25 Hours Per Week; Monday through Friday 8 AM to 1 PM (Position 1) 1 PM to 6 PM (Position 2)
Employer/Agency	Harris County District Attorney's Office
Address	1201 Franklin #600
City, State, Zip	Houston, Texas 77002
Contact Person	Kapriva Hutchinson, LCSW
Contact Title	Director of Family Violence Services
Telephone Number	713-274-0212
Fax Number	713-755-1052
Email Address	Hutchinson_kapriva@dao.hctx.net
Application Method	E-mail resume to Hutchinso_n_kapriva@dao.hctx.net
Opening Date	Immediately

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