

Job Title	Disaster Case Manager
Employer/ Agency	The Alliance
Job Description	<p>The Alliance’s mission is to create opportunities for refugees, immigrants, and underserved residents to achieve their goals for self-sufficiency and improve their quality of life. In the aftermath of Hurricane Harvey, The Alliance responded by contacting hundreds of families and performing dozens of visits to homes and apartment communities, connecting people to resources, and performing recovery assessments. We continue our recovery efforts by advocating for services and resources for limited English proficient (“LEP”) populations and helping individuals and communities with recovery and redevelopment needs, with the goal of transforming communities, one family at a time.</p> <p>The Disaster Case Manager will ensure individuals and families affected by Hurricane Harvey receive an equitable opportunity to access holistic services and resources to achieve recovery and self-sufficiency through long term disaster case management. Service areas include Brazoria, Fort Bend, and Galveston counties. This is a temporary position which may be extended depending on funding.</p> <p>Main duties include:</p> <ol style="list-style-type: none"> 1. •Work with clients to develop a Recovery Plan 2. •Conduct home visits and home repair walk-throughs 3. •Maintain a minimum caseload of 35 cases at any given time 4. •Represent The Alliance with governmental agencies, VOADS, LTRCs, and partner agencies at meetings 5. •Advocate for clients at the LTRC/Unmet Needs tables 6. •Stay current on available resources and services 7. •Have an understanding of how to improve service quality for the benefit of clients 8. •Refer clients to internal and external service providers 9. •Track referrals and services 10. •Provide translation and interpretation to clients as needed 11. •Maintain case files and other paperwork as required 12. •Follow-up with clients until files are closed 13. •Prepare and submit reports as required 14. •Perform other duties as assigned including outreach
Qualifications	<p>Required Qualifications and experience at this Level</p> <ul style="list-style-type: none"> •Bilingual, bicultural highly preferred •Experience working in areas of disaster recovery and/or advocacy •College degree or equivalent experience •Ability to work independently and as part of a team •Willingness to work flexible hours •Proficiency in Microsoft Office •Valid driver’s license, clean driving record, automobile liability insurance, and a

	vehicle •A commitment to humanitarian issues, equal access to opportunity, and building resilient, welcoming communities
Salary/Hours	Based on Education & Experience, Full Time
Employer/Agency	The Alliance
Address	6440 Hillcroft Ave.
City, State, Zip	Houston, TX 77081
Application Method	Apply at https://thealliancetx.org/careers/
Opening Date	08/01/2018

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