

<b>Job Title</b>	Human Trafficking Case Manager (HTCM)
<b>Employer/ Agency</b>	YMCA International Services
<b>Job Description</b>	<p>The Human Trafficking Case Manager (HTCM) is responsible for the intake, coordination and follow-up of all services to victims of human trafficking referred to TPAP for services. The HTCM will provide intensive case management services to victims, tracking and supporting them as they move through different systems; homeless, transitional and domestic violence shelters, the criminal justice system, child welfare services, legal systems, educational systems, employment services and family systems until they graduate from the program or until the case is closed. The duties and responsibilities listed below are the basis for supervision and performance evaluation. These are subject to change under the direction of the TPAP Program Director and Senior Program Director.</p> <ul style="list-style-type: none"> <li>• Perform client intake screenings and conduct assessments to determine service needs, such as housing, counseling, medical, legal, educational, job training, and advocacy needs.</li> <li>• Develop and implement comprehensive service plans for clients.</li> <li>• Identify and build linkages to appropriate community resources.</li> <li>• Link clients to resources and monitor service delivery on an on-going basis.</li> <li>• Develop relationships with representatives of agencies, such as social services, law enforcement, the educational system, juvenile justice system, and others to support clients in receiving services.</li> <li>• Follow and support the client through whichever system s/he is accessing - detention center, foster home, residential treatment home, group home, in school, on the street, or family home.</li> <li>• Evaluate and address any immediate crisis situation.</li> <li>• Assess and address safety concerns.</li> <li>• Follow all client confidentiality requirements and standards.</li> <li>• Maintain clear and accurate documentation for all client services and interactions.</li> <li>• Record all services and interactions with clients via an automated information system in a timely and thorough manner.</li> </ul>
<b>Qualifications</b>	<p>Licensed Social Worker with direct social work experience working with vulnerable populations.</p> <ul style="list-style-type: none"> <li>• Ability to work with culturally diverse populations, to include individuals with disabilities, substance abuse, and those who identify as GLBT.</li> <li>• Bilingual Spanish/English preferred.</li> <li>• Proficient in computer applications and programs, such as Word, Microsoft Excel, and utilization of the internet in performing job duties.</li> <li>• Ability to work flexible hours, including some evenings and weekends.</li> <li>• Excellent conflict management skills.</li> <li>• Excellent communication and writing skills required.</li> <li>• Good organizational skills essential and ability to work in a fast-paced environment.</li> <li>• Able to collaborate and work effectively with YMCA staff and community stakeholders.</li> <li>• Must have reliable transportation and a clean driving record.</li> </ul>
<b>Salary/Hours</b>	\$35,000/Annually
<b>Employer/Agency</b>	YMCA International Services
<b>Address</b>	6300 Westpark Drive, Suite 600,

<b>City, State, Zip</b>	Houston, Texas 77057
<b>Contact Person</b>	Constance Rossiter
<b>Contact Title</b>	Program Director, Trafficked Persons Assistance Program
<b>Telephone Number</b>	713-339-9015
<b>Fax Number</b>	713-339-1159
<b>Email Address</b>	<a href="mailto:Constance.Rossiter@ymcahouston.org">Constance.Rossiter@ymcahouston.org</a>
<b>Application Method</b>	<a href="https://www.ymcahouston.org/job-opportunities/">https://www.ymcahouston.org/job-opportunities/</a> No phone calls, please
<b>Opening Date</b>	ASAP.

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