

Job Title	Social Services Associate
Employer/ Agency	Tahirih Justice Center
Job Description	<p>Tahirih Justice Center is seeking an outgoing and empathetic professional for our Social Services Associate role. Based out of our San Francisco Bay Area office, this role will require a high degree of emotional intelligence and discretion to support immigrant women and girls fleeing gender-based violence. This position will work in tandem with the Staff Attorney and Executive Director to provide holistic trauma-informed support to our clients. The ideal candidate will have experience working with female victims and survivors of violence from multicultural backgrounds and be able to meet clients where they are emotionally and mentally. This role requires a high degree of professionalism, self-motivation, and a thriving passion for social justice. The successful candidate must be detail and solution-oriented and be able to effectively multi-task in a high-volume, fast paced office.</p> <p>Key Areas of Responsibility</p> <ul style="list-style-type: none"> • Conduct social service, mental health, and medical needs assessments for Tahirih clients • Maintain a case load of up to 30 clients • Provide initial and ongoing crisis intervention and safety planning to clients • Research information and referrals on housing resources, food banks, counseling, money management, medical, and other social service needs • Ensure a wide range of client needs are met, including assistance with housing, food, transportation, translation, medical and mental health services, education, and assistance accessing public benefits through brief services and case management • Support advocacy initiatives • Maintain regular communication with clients through regular calls and in-person meetings to provide follow-up, additional referrals, and to address other non-legal needs • Collaborate with legal team and social services team to provide holistic, client-centered, trauma-informed services to clients • Write letters of support for cases upon request • Maintain clients' records by inputting case notes, resource information, and progress • Generally promote Tahirih and our work
Qualifications	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • 1 – 5 years of relevant experience serving the needs of a diverse population;

	<ul style="list-style-type: none"> • Bachelor’s Degree in Social Work or related field; • Fluent in Spanish; • An engaging communicator that can effectively and independently communicate with diverse; audiences and network collaboratively among a variety of stakeholder groups; • Must be highly self-motivated and driven; • Must be comfortable in a collaborative, consultative environment; • Must be committed to nonpartisanship <p>Additional Qualifications:</p> <ul style="list-style-type: none"> • Preferred experience and/or knowledge about domestic violence, sexual abuse, and human trafficking • Flexibility to assist clients • Excellent creative problem solving, strategic thinking, and analytical skills • Exemplary time management and prioritization skills • Sense of humor
Salary/Hours	DOE
Employer/Agency	Tahirih Justice Center
City, State, Zip	San Francisco Bay Area, CA
Contact Person	Human Resources Department
Fax Number	571-282-6162
Email Address	recruiting@tahirih.org
Application Method	To apply, please email a cover letter demonstrating how you meet the above qualifications, a resume, and a list of three professional references to: recruiting@tahirih.org
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.