

Job Title	DV HOUSING CASE MANAGER
Employer/ Agency	Northwest Assistance Ministries
Job Description	<p>DEPARTMENT: Family Violence Center</p> <p>POSITION SUMMARY: The DV Housing Case Manager is responsible for aiding domestic violence victims/survivors in establishing independent, safe housing in the community. This position will interview clients both at NAM and in the community. Case management services will be provided through a client-centric model with a specific focus on safety planning. Position will be responsible for client outcomes, professionally interfacing with clients, landlords, and community partners.</p> <p>DESCRIPTION:</p> <ul style="list-style-type: none">• Provide housing services to victims/survivors of domestic violence, following the DV non-residential rapid rehousing guidelines as well as all agency guidelines• Actively participate in safety planning and addressing domestic violence concerns with assigned clients• Provide case management services related to housing, including applications, options, placement, client budgeting, short and long-term goals, and appropriate community resources• Refer participants to stable affordable housing using HUD's Fair Market Rates and rent reasonableness• Conduct apartment surveys according to the Housing Inspection Checklist• Ensure that client is connected with domestic violence services in his/her community• Facilitate client's access to NAM services and outside agencies• Meet all agency, program, contract, and grant policies, reporting schedules and budget guidelines• Staff all cases with FVC Director, Staff Therapist, or other FVC key staff including definition of problems and

	<p>determining appropriate referrals</p> <ul style="list-style-type: none"> • Develop positive working relationships internally and with community partners • Maintain accurate client files and all relative paperwork in a correct and orderly manner • Create action plans and conduct follow up to ensure client can sustain independence • Ensure and protect client confidentiality • Facilitate data entry in NAM's database and check accuracy • Research, collect, and prepare accurate and timely data and reports for monitoring visits • Attend NAM and FVC staff meetings, staff events and fundraising activities as scheduled • Other duties may be assigned
Qualifications	<p>EDUCATION AND EXPERIENCE REQUIREMENTS:</p> <ul style="list-style-type: none"> • Master's level degree and licensure in counseling field. (Will consider candidates who have completed clinical hours and preparing for exam.) • Bilingual (English/Spanish) required. • Experience in working with adult and child/adolescent victims of domestic violence. • Skilled in working with play, sand and art therapy materials. • Skilled in utilizing appropriate treatment models for targeted populations. • Excellent organizational skills and attention to record keeping. • Excellent verbal and written skills. • Proof of liability/malpractice insurance.
Salary/Hours	\$17.00/hr. 40 hrs./wk.
Employer/Agency	Northwest Assistance Ministries
Address	15555 Kuykendahl Rd.
City, State, Zip	Houston, Texas 77090
Contact Person	Joe Slezak

Contact Title	HR Liaison
Telephone Number	281-885-4555
Email Address	resumes@namonline.org
Application Method	TO APPLY: For consideration, please email your cover letter and resume as an attachment to resumes@namonline.org with the job title “DV Housing Case Manager” in the subject line. NO WALK-INS OR PHONE CALLS PLEASE. *All applicants must be able to pass a background check.
Opening Date	12/05/2016

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