

<b>Job Title</b>	LEAD DV HOUSING CASE MANAGER
<b>Employer/ Agency</b>	Northwest Assistance Ministries
<b>Job Description</b>	<p>DEPARTMENT: Family Violence Center POSITION SUMMARY: The Lead 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, professionally interfacing with NAM staff, volunteers, clients, landlords, and community partners. The Lead DV Housing Case Manager will be functionally responsible for oversight of the policy and procedures of the DV Housing Program.</p> <p>DESCRIPTION:</p> <ul style="list-style-type: none"><li>• Provide housing services to victims/survivors of domestic violence, following the DV non-residential rapid rehousing guidelines as well as all agency guidelines</li><li>• Actively participate in safety planning and addressing domestic violence concerns with assigned clients</li><li>• Provide case management services related to housing, including applications, options, placement, client budgeting, short and long-term goals, and appropriate community resources</li><li>• Refer participants to stable affordable housing using HUD's Fair Market Rates and rent reasonableness guidelines</li><li>• Conduct apartment surveys according to the Housing Inspection Checklist</li><li>• Ensure that client is connected with domestic violence services in his/her community</li><li>• Facilitate client's access to NAM services and outside agencies</li><li>• Serve as the DV Housing team point-person for troubleshooting client files, process and procedures</li><li>• Provide back-up to the FVC Director on coordinated access</li></ul>

	<p>reporting functions</p> <ul style="list-style-type: none"> <li>• Serve as the secondary member on the Community DV Coordinated Access Group</li> <li>• Meet all agency, program, contract, and grant policies, reporting schedules and budget guidelines</li> <li>• Staff all cases with FVC Director, Staff Therapist, or other FVC key staff including definition of problems and determining appropriate referrals</li> <li>• Develop positive internal and external working relationships</li> <li>• Maintaining accurate client files and all relative paperwork in a timely and orderly manner</li> <li>• Create action plan and conduct follow up to ensure client can maintain independence</li> <li>• Ensure and protect client confidentiality</li> <li>• Facilitate data entry in NAM's database and check accuracy</li> <li>• Research, collect, and prepare data and reports for monitoring visits</li> <li>• Attend NAM and FVC staff meetings, staff events and fundraising activities as scheduled</li> <li>• Other duties may be assigned</li> </ul>
<b>Qualifications</b>	<p>EDUCATION AND EXPERIENCE REQUIREMENTS:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree from a four –year college or university</li> <li>• Minimum of three years' experience working in a social services agency or equivalent combination of education and experience</li> <li>• Experience with Excel, Word, and Microsoft Office software</li> <li>• Must have dependable transportation, valid Texas Driver's License and Insurance</li> <li>• Clean driving record</li> </ul>
<b>Salary/Hours</b>	\$19.00/hr. 40 hours/wk.
<b>Employer/Agency</b>	Northwest Assistance Ministries
<b>Address</b>	15555 Kuykendahl Rd.
<b>City, State, Zip</b>	Houston, Texas 77090



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

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