

<b>Job Title</b>	Disaster Case Manager
<b>Employer/ Agency</b>	Alliance for Multicultural Community Services
<b>Job Description</b>	<p><b>Description:</b> 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.</p> <p><b>Main duties include:</b></p> <ul style="list-style-type: none"> <li>• Work with clients to develop a Recovery Plan</li> <li>• Conduct home visits</li> <li>• Represent the Alliance with governmental agencies, VOADS, LTRCs, and partner agencies at meetings</li> <li>• Advocate for clients at the LTRC/Unmet Needs tables</li> <li>• Stay current on available resources and services for Harris County</li> <li>• Have an understanding of how to improve service quality for the benefit of clients</li> <li>• Referrals to internal and external service providers</li> <li>• Track referrals and services</li> <li>• Provide translation and interpretation to clients as needed</li> <li>• Maintain case files and other paperwork as required</li> <li>• Responsible for follow-up of clients until file is closed</li> <li>• Prepare and submit reports as required</li> <li>• Perform other duties as assigned including outreach</li> </ul>
<b>Qualifications</b>	<p><b>Required Qualifications and experience at this Level</b></p> <ul style="list-style-type: none"> <li>• Bilingual, bicultural preferred</li> <li>• Experience working in areas of disaster recovery and/or advocacy</li> <li>• College degree or equivalent experience</li> <li>• Willingness to work flexible hours</li> <li>• Proficiency in Microsoft Office</li> <li>• Strong attention to detail, meet deadlines and follow up in a timely fashion</li> <li>• Valid driver's license, clean driving record, automobile liability insurance, and a vehicle</li> <li>• A demonstrated commitment to humanitarian issues, particularly as related to refugees, and fostering a</li> </ul>

	welcoming community.
<b>Salary/Hours</b>	Monday through Friday, 8:30am – 5:00pm. Some weekend hours may be required. Salary DOE.
<b>Application Method</b>	Apply online at: <a href="https://alliance-multicultural.apscareerportal.com/jobs/726214/apps/new">https://alliance-multicultural.apscareerportal.com/jobs/726214/apps/new</a>
<b>Opening Date</b>	Immediately

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.