

Job Title	DOMESTIC VIOLENCE SERVICES COORDINATOR
Employer/ Agency	Northwest Assistance Ministries
Job Description	<p>RESPONSIBLE FOR:</p> <ul style="list-style-type: none"> • Coordinating and evaluating FVC client services on an on-going basis. • Provide oversight of the day-to-day activities of the FVC staff/volunteers/student interns in conducting telephone crisis counseling, face-to-face interviews, and client follow-up. • Produce monthly summaries of program activities. • Assist in training of new staff/volunteer/student interns. • Meeting regularly with the Director regarding client programming needs and staff/volunteer needs. • Staffing client cases/concerns with Staff Therapist and/or FVC Director, as needed. • Periodically carry the emergency, on-call cell phone for hotline coverage. • Participate in all departmental staff meetings, outreach activities, as well as NAM staff meetings, events, and fund raising functions. • Flexible work hours as needed to promote NAM's mission. • All other duties as assigned.
Qualifications	<p>EDUCATION AND EXPERIENCE REQUIREMENTS:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Social Work/Human Services or related required • Master's Degree in Social Work/Human Services or related, preferred • Experience working with victims of domestic violence required • Knowledge of community service providers and referrals • Recognized ability to direct/train staff and volunteers • Excellent communication and interpersonal skills • Must have excellent organizational skills • Computer literate on MS Word, Excel, PowerPoint • Bilingual (English/Spanish) preferred
Salary/Hours	\$19.00/hr. 40 hrs./wk., non-exempt
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	<p>TO APPLY: For consideration, please email your cover letter and resume as an attachment to resumes@namonline.org with the job title “Domestic Violence Services Coordinator”, in the subject line. ONLY RESUMES FORWARDED TO resumes@namonline.org WILL BE CONSIDERED. NO WALK-INS OR PHONE CALLS PLEASE. *All applicants must be able to pass a background check.</p>
Opening Date	January 4, 2016

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.