

<b>Job Title</b>	<b>DOMESTIC VIOLENCE HOUSING CASE MANAGER</b>
<b>Employer/ Agency</b>	Northwest Assistance Ministries
<b>Job Description</b>	<p><b>RESPONSIBLE FOR:</b></p> <ul style="list-style-type: none"> <li>• Providing housing services to victims/survivors of domestic violence, following the DV non-residential rapid rehousing guidelines</li> <li>• Actively participate in safety planning and addressing domestic violence concerns with assigned clients</li> <li>• Providing case management services related to housing, including applications, options, placement, client budgeting, short- and long-term goals, and appropriate community resources</li> <li>• Referring participants to stable affordable housing using HUD's Fair Market Rates and rent reasonableness</li> <li>• Conducting apartment surveys according to the Housing Inspection Checklist</li> <li>• Ensuring client is connected with domestic violence services in his/her community</li> <li>• Facilitating client's access to NAM services and outside agencies</li> <li>• Meeting all agency, program, contract, and grant policies, reporting schedules as well as budgets</li> <li>• Staffing all cases with FVC Director, Staff Therapist, or other FVC key staff including definition of problems and determining appropriate referrals</li> <li>• Developing positive working relationships internally and with community partners</li> <li>• Maintaining client files and all relative paperwork in a correct and orderly manner</li> <li>• Creating action plans and conducting follow up to ensure client can sustain independence</li> <li>• Ensuring and protecting client confidentiality</li> <li>• Produce statistical and narrative reports, as required by NAM, FVC or funders</li> <li>• Operating within budgetary guidelines and in compliance with grant funding</li> <li>• Facilitating data entry in NAM's database(s) and checking accuracy</li> <li>• Assisting in the training of new staff, volunteers, and student interns</li> <li>• Attending NAM and FVC staff meetings, staff events, community events, and fundraising activities as scheduled</li> <li>• Flexible work hours as needed to promote FVC's mission.</li> <li>• Other duties may be assigned.</li> </ul>
<b>Qualifications</b>	<p><b>EDUCATION AND EXPERIENCE REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from a four-year college or university and a minimum of three years' experience working in a social service agency or equivalent combination of education and experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prior experience working with victims/survivors of domestic violence is required. Prior experience working with homeless families, federal government funding, or public housing authority preferred.</li> </ul> <p><b>Computer Skills:</b></p> <ul style="list-style-type: none"> <li>• Database Software - familiar</li> <li>• Internet Software - familiar</li> <li>• Spreadsheet Software (Excel) - required</li> <li>• Word Processing Software (Word) - required</li> <li>• “Microsoft Office” - required</li> </ul> <p><b>Special Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must have dependable transportation, valid Texas Driver’s License and Insurance, clean driving record.</li> </ul>
<b>Salary/Hours</b>	\$17.00/hr., 40 hrs./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 Coordinator
<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>	<p><b>TO APPLY:</b>  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 “Domestic Violence 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.</p>
<b>Opening Date</b>	7/09/2018

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.