Date Posted:

Job Title	Client Assistance Program (CAP) Coordinator II
Employer/ Agency	Houston Food Bank
Job Description	CAP assists clients with applying for state public benefit programs such as SNAP–Food Stamps, Medicaid, CHIP, TANF and others. Field workers travel to social service agencies in 12 counties and provide outreach, education, application assistance and interview clients for state public benefit programs and other social service needs. The Client Assistance Program Coordinator II will provide application assistance to clients for state public benefit programs either in the field or in the CAP Office.
Qualifications	**Education/Experience** BA in Social Work, Sociology, Psychology or related field. In absence of degree, must have 3 years of relatable work experience providing case work or case management services to clients. Bi–lingual English/Spanish Preferred. Must have a valid Government issued driver's license. **Skills/Abilities** Proficiency using Microsoft Office programs, such as Word, Excel, PowerPoint, Outlook a must. Ability to understand and follow directions and complete complex state benefit applications. Must be able to perform basic mathematical functions such as addition and multiplication. Must possess excellent written and verbal communication and customer service skills.
Salary/Hours	Salary: TBD Hours: 40 hours per week
Employer/Agency	Houston Food Bank
Address	535 Portwall St

City, State, Zip	Houston, TX 77029
Contact Person	Mayra Loera
Contact Title	CAP Supervisor
Telephone Number	713-547-8655
Fax Number	
Email Address	jobs@houstonfoodbank.org
Application Method	E-mail: **jobs@houstonfoodbank.org.** (Please add the job title to the subject of your e-mail).
Opening Date	6/9/2017

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GRADUATE COLLEGE of SOCIAL WORK