

<b>Job Title</b>	Social Services Associate
<b>Employer/ Agency</b>	Tahirih Justice Center
<b>Job Description</b>	<p>Tahirih is seeking to hire a Social Services Associate to help women and girls fleeing gender base violence seek justice under the law. The Social Services Associate reports to the Social Services Program Director and is located in the Houston office. The ideal candidate will have experience working with female victims of violence from multi-cultural backgrounds, speak fluent Spanish, exemplify a professional demeanor, be detail-oriented, self-motivated, and a team player.</p> <p><b>Primary responsibilities include:</b></p> <p>Client case management responsibilities:</p> <ul style="list-style-type: none"> <li>• Conduct social service, mental health, and medical needs assessments for Tahirih clients in coordination with Social Services Program Manager</li> <li>• Maintain a case load of 15-25 clients</li> <li>• Provide initial and ongoing crisis intervention and safety planning to clients (in collaboration with legal team)</li> <li>• Ensure a wide range of client needs are met, including assistance with housing, transportation, translation, protection orders, health services, counseling, education, employment, family law and assistance accessing public benefits</li> <li>• Coordinate therapy, physician, and other appointments for clients</li> <li>• Accompany clients as needed to access appointments for social services and public benefits</li> <li>• Maintain regular communication with clients through regular calls to provide follow-up, additional referrals, and to address other non-legal needs that may arise</li> <li>• Collaborate with legal team and social services team to provide holistic services to clients</li> <li>• Write letters of support upon request</li> <li>• Maintain case management database with case and resource information</li> </ul> <p>Programmatic responsibilities</p> <ul style="list-style-type: none"> <li>• Assist with the supervision of interns by conducting regular check-ins, providing regular performance feedback and conducting formal performance evaluations</li> <li>• Provide information and referrals for staff on housing resources, food banks, counseling, money management, family law, medical, and other social service needs in coordination with Social Services Program Manager</li> <li>• Assist with developing and maintaining relationships with an extensive network of community service providers who address the needs of Tahirih clients in coordination with Social Services Social Worker and the legal team</li> </ul> <p>Fundraising and Communication</p> <ul style="list-style-type: none"> <li>• Contribute to the development of grant proposals and reports</li> <li>• Occasionally attend meetings with potential funders</li> <li>• Provide client stories and articles for periodic Tahirih publications</li> <li>• Generally promote Tahirih and its work</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A College Degree</li> <li>• Fluent Spanish (Required)</li> <li>• A minimum of one year work experience serving the needs of a diverse population</li> </ul>

	<ul style="list-style-type: none"> <li>• Detail-orientation, with superior problem-solving, decision-making, organizational, and time-management skills</li> <li>• Extremely responsible, self-initiating, and focused</li> <li>• Excellent research, and communication skills</li> <li>• Self-motivated, enthusiastic, and flexible</li> <li>• Candidates will be asked to make a two year commitment to the position</li> <li>• Willingness to manipulate complex databases and client management software</li> </ul>
<b>Salary/Hours</b>	Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities. Annual salary is \$32,000 - \$38,000, depending on experience.
<b>Employer/Agency</b>	Tahirih Justice Center
<b>Address</b>	1717 Saint James Place, Suite 450
<b>City, State, Zip</b>	Houston, TX 77056
<b>Telephone Number</b>	713-496-0100
<b>Fax Number</b>	713-481-1793
<b>Email Address</b>	<a href="mailto:recruiting@tahirih.org">recruiting@tahirih.org</a>
<b>Application Method</b>	<p>Please email a cover letter, resume, and a list of three references to:</p> <p><b><i>Human Resources Department Tahirih Justice Center 6402 Arlington Blvd, Suite 300 Falls Church, VA 22042 <a href="mailto:recruiting@tahirih.org">recruiting@tahirih.org</a></i></b></p> <p>*The address line of your email application should read: (Social Services Associate)</p> <p>Please note: Candidates applying must have work authorization in the United States.</p>

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.