

<b>Job Title</b>	Housing Specialist – Non-Exempt
<b>Employer/ Agency</b>	Bay Area Turning Point, Inc.
<b>Job Description</b>	<p><b>HOURS:</b>  <b>40 Weekly minimum, or as necessary to achieve program objectives, tasks, activities, responsibilities, and to effectively document outcome measures and variances.</b></p> <p><b>Work Schedule to Include: Monday, Tuesday, Thursday, Friday; 9am-5:30pm and Wednesday; 12–8:30 pm</b></p> <p><b>SUMMARY DESCRIPTION OF POSITION:</b>  Provide housing assistance to residential and non-residential program participants who are either residing in the emergency shelter program or immediately fleeing a domestic violence or sexual assault living environment. Provide casework both in the office and in the participant’s home, once the family exits transitional housing and is in their own home. Evaluate participants for assistance with security and utility deposits. Facilitate an after-care support group to curtail the participant’s return to crisis and homelessness. Provide assistance with transportation to continued services and programs. Evaluate needs of the family and connect them to resources to meet those needs, (i.e., clothing, furniture, food, etc.)</p> <p><b>ESSENTIAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Provide crisis counseling, support, and assistance to children and parents in the transitional program and to former shelter residents, to include a service plan.</li> <li>• Assist parent/child with healthy development.</li> <li>• Assist with programs for children including, but not limited to, follow-up support groups, field trips, and academic tutoring.</li> <li>• Conduct casework with housing participants to include goal setting, education, personal financial planning, referral to BATP’s victim advocacy program, and other services as necessary.</li> <li>• Assist program participant transportation needs as feasible.</li> <li>• Coordinate programs for families including, but not limited to, follow-up support groups, self-improvement workshops, advanced life skills, etc.</li> <li>• Be knowledgeable of community resources.</li> <li>• Maintain program participant records.</li> <li>• Provide structured activities for children, while mothers attend follow-up service meetings with the assistance of the Children’s Caseworker.</li> </ul> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Have knowledge of grant objectives and goals.</li> <li>• Prepare reports as requested.</li> <li>• Plan and implement educational and personal growth oriented programs for sheltered families.</li> <li>• Continually oversee program needs and make recommendations to the supervisor.</li> <li>• Participate in Agency fund-raisers, community awareness, and speaking</li> </ul>

	<p>activities.</p> <ul style="list-style-type: none"> <li>• Provide victim information to former shelter residents, including referrals to the victim assistance/advocacy staff as appropriate.</li> <li>• Work weekends and evenings as needed.</li> <li>• Attend staff meetings.</li> <li>• Assist with answering the Agency hotline.</li> <li>• Assist with providing assessment services to victims.</li> <li>• Rotate as the on-call emergency accompaniment staff and have the ability to respond within 45 minutes.</li> <li>• Represent the Agency in public presentations and professional training.</li> <li>• Develop and procure program/service awareness activities, literature and program supplies, maintain playroom, information distribution areas, and supplies for school and group activities.</li> <li>• Submit articles that feature children's needs, rights, and victimization education for inclusion in Agency publications and media sources.</li> <li>• Other duties as assigned.</li> </ul> <p><b>SUPERVISION:</b></p> <ul style="list-style-type: none"> <li>• Oversee volunteers assigned to work with follow-up services.</li> <li>• Demonstrate leadership, communication, and problem solving skills in a manner which encourages and empowers residents to seek remedies for positive change.</li> <li>• Make independent decisions to benefit program participants, and the Agency as a whole.</li> <li>• Communicate program and participant service needs to the supervisor.</li> <li>• Assist in problem solving.</li> <li>• Provide the supervisor with weekly notes that reflect progress, problems, and activities.</li> </ul>
<b>Qualifications</b>	<p><b>REQUIRED SKILLS / QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• 2 year degree in a related field and 4 years experience; 4 year degree in a related field with 2 years of experience; or a Masters degree in a related field and 1 year of experience.</li> <li>• Exhibit a "team work" approach.</li> <li>• Sensitivity and knowledge regarding the issues of family violence and sexual assault and, the impact of these crimes on adults and children.</li> <li>• Ability to remain calm in crisis situations.</li> <li>• Understand residential programs and dynamics of communal living.</li> <li>• Ability to lift/carry/move a minimum of 40lbs. for an extended distance.</li> <li>• Must have own transportation.</li> <li>• Must have a clean driving record and be insurable.</li> <li>• Must provide proof of and maintain valid personal automobile insurance.</li> <li>• Must have at least 2 years of verifiable driving experience.</li> </ul>
<b>Salary/Hours</b>	\$35000 (DOE)
<b>Employer/Agency</b>	Bay Area Turning Point, Inc.
<b>Address</b>	210 S Walnut St

<b>City, State, Zip</b>	Webster, Texas 77598
<b>Contact Person</b>	Human Resources
<b>Contact Title</b>	Executive Assistant/Human Resources
<b>Telephone Number</b>	281.338.7600
<b>Fax Number</b>	281.557.0290
<b>Email Address</b>	<a href="mailto:hr@bayareaturningpoint.com">hr@bayareaturningpoint.com</a>
<b>Application Method</b>	Email Resume to <a href="mailto:hr@bayareaturningpoint.com">hr@bayareaturningpoint.com</a>
<b>Opening Date</b>	03/11/16

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