

<b>Job Title</b>	Client Advocate
<b>Employer/ Agency</b>	Daya Houston
<b>Job Description</b>	The client advocate will directly interact with the clients by performing case management duties geared to help the clients move forward. Working closely with the Client Services team, the Advocate will assist clients access resources such as mental health, job training, employment, legal advocacy, housing, childcare, health care, translation and interpretation services, court accompaniment and public assistance.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree and relevant work experience required</li> <li>• Licensed Social Worker/Counselor and Licensing Interns will be considered</li> <li>• Commitment to Daya's mission and values</li> <li>• Excellent writing, research and communication skills</li> <li>• Proficiency in computer applications and utilization of online resources to meet client and organizational needs</li> <li>• Well-organized, ability to multi-task, highly motivated, creative, detail-oriented</li> <li>• Ability to work flexible hours including some evenings and weekends</li> <li>• Proficiency in at least one major South Asian language preferred</li> <li>• Experience working in a non-profit environment preferred</li> </ul>
<b>Salary/Hours</b>	Commensurate with qualification and experience. This is a full time position.
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Rachna Khare
<b>Contact Title</b>	Executive Director
<b>Telephone Number</b>	713-842-7222
<b>Email Address</b>	<a href="mailto:rachna@dayahouston.org">rachna@dayahouston.org</a>
<b>Application Method</b>	See website <a href="http://dayahouston.org">dayahouston.org</a>
<b>Opening Date</b>	05/15/2017

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