

Job Title	Employment Specialist (PT)
Employer/ Agency	SEARCH Homeless Services
Job Description	<p>Provides assistance to a team of 6 Case Managers responsible for helping hundreds of clients experiencing homelessness to overcome significant barriers to obtaining and maintaining employment. Fast pace, high volume setting that provides the opportunity to support the team in a variety of ways.</p> <p>*tracking income verification for clients *helping to distribute / track / reconcile resources *supporting job club facilitation *client scheduling / coverage for staff out unexpectedly *helping clients with job preparation *opportunity to learn about case management</p>
Qualifications	Current college student (minimum of 60 hours undergrad completed; MSW grad students especially encouraged to apply).
Salary/Hours	Target work week is 20-25 hours, flexible on scheduling within normal business hours: Monday to Friday 8AM to 6PM.
Employer/Agency	SEARCH Homeless Services
Address	2505 Fannin
City, State, Zip	Houston, TX 77002
Contact Person	Jaime McMinn
Contact Title	HR Director
Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	hr@SEARCHhomeless.org
Application Method	Please email resume.
Opening Date	10/12/2015

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 with the hiring details of your new job opportunity. Thank you.