

Job Title	Intake Specialist / Case Manager
Employer/ Agency	Asset Building Network, Inc.
Job Description	Employee will be responsible for data entry into the Homeless Management Information System (HMIS). Conduct intake and assessment, screening on homeless veterans referred to the Asset Building Network Transition-in-Place housing program. Provide case management services, create and design individual service plans and treatment plans for clients in the program. Attend community meetings.
Qualifications	Experienced candidate with excellent communication skills. Graduates and students in the Graduate School of Social Work with experience in finding resources for the homeless populations. Candidate with good computer skills, ability to work independently at all times.
Salary/Hours	Entry Level \$25,000 - \$36,000 per / year. Monday – Friday 8:00 a.m. – 5:00 p.m. One hour lunch break 12:00 p.m. – 1:00 p.m.
Employer/Agency	Asset Building Network, Inc. (a 501 (c) (3) non-profit
Address	10101 Forum Park Drive #1003
City, State, Zip	Houston, Texas 77036
Contact Person	Dr. Glory Udoh
Contact Title	CEO
Telephone Number	713-776-3925
Fax Number	713-271-7215
Email Address	projecthelp@rocketmail.com
Application Method	Please submit your Resume via Email.
Opening Date	October 1, 2018

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