**Job Title**  
Social Worker/Case Manager

**Employer/ Agency**  
NestQuest

**Job Description**  
Responsible for developing and delivering a broad range of counseling and referral services to residents of all ages and conditions within the NestQuest Houston Voucher Mobility program. Performs a variety of tasks involving planning, implementing and monitoring activities, and documenting and reporting program results. Reports to the Executive Director

**PRINCIPAL DUTIES AND RESPONSIBILITIES**
- Establish and maintain contact with public and private community agencies that provide services and support to program participants.
- Conduct one-on-one interviews with participants, prepare sublease contracts, voucher documents, prepare needs assessment, and make referrals.
- Ensure that rental payments from participants and payments to landlords are processed timely.
- Assist participants in preparing applications and forms for school grants, scholarships, etc.
- Locate testing facilities to help participants with job placement and career choices as necessary.
- Coordinate services needed by participants, provide counseling and monitor family compliance with participation agreement.
- Perform initial and quarterly examinations of participants with minimal unit inspections.
- Works with educational/training entities to coordinate and refine admission requirements and procedures for monitoring participants.
- Work with the local employment commission and other employment programs to expand employment opportunities for participants.
- Assist in preparation of annual report on results of program.
- Compile forms, reports, letters, etc., necessary for program evaluations and fundraising efforts.
- Establish and maintain files on participants.
- Actively participate in preparation and submission of necessary documents for annual audits.
- Prepare proposals for services needed.
- Perform other related duties as assigned.

**Qualifications**
- Considerable knowledge of social work and resources available through community agencies.
- Ability to address the public and present information in a clear, concise and convincing manner.
- Ability to deal effectively with situations that require tact and diplomacy, yet firmness.
- Ability to establish and maintain effective and courteous working relationships with other employees, residents, and community agencies and other activities that provide services.
- Considerable knowledge of the Housing Choice Voucher policies preferred but not required.

**MINIMUM QUALIFICATIONS**
- Bachelor's degree in Social Sciences or related field from an accredited college/university or significant experience in the social/community service industry required.
- Three to four years’ experience in counseling or social work, or a combination of education and experience.
- Valid Texas driver’s license or obtain such within the first thirty (30) days of employment.

**Salary/Hours**  
*Full-Time, Monday – Friday, with some evenings and weekends as needed.*

**Employer/Agency**  
NestQuest

**Address**  
1907 Sabine Street, Suite 121

**City, State, Zip**  
Houston, TX 77007

**Application Method**  
http://nestquesthouston.com/careers/

**Opening Date**  
Start Date: April 1, 2020

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.