**Job Title** | Bilingual Client Navigator/Case Manager  
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**Employer/ Agency** | Epiphany Community Health Outreach Services  
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**Job Description** | **Summary**  
The ECHOS organization is seeking two Client Navigator/Case Manager(s) who can assist clients in navigating complex healthcare, homelessness/eviction prevention, and social services systems. Our case managers promote equity by improving healthcare and social services benefits access. The ideal candidate must have a good understanding of the unique problems and barriers faced by clients. You should be a team player, possess excellent customer service skills, and have a servant heart with flexibility. The list of duties and responsibilities of this position is not exhaustive and may include other tasks as needed.  

**Essential Duties and Responsibilities:**  
• Work in the housing stability and eviction prevention programs.  
• Organize 6-tab files and complete state housing assistance applications.  
• Interview clients and assess their current condition, needs, strengths, and opportunities to overcome weaknesses.  
• Aid members of his/her community in accessing the available services—removing or minimizing both real and perceived barriers to access. Coaching and setting goals to overcome obstacles.  
• Plan, coordinate, manage, and implement strategies to help clients deal with difficulties and overcome dependencies on their path to self-sufficiency.  
• Follow up weekly with cases and have case management sessions.  
• Advise clients as to other wraparound services available at ECHOS and in the community to meet needs they may have.  
• Participate with staff in community health outreach events and application assistance events.  
• Other duties as needed and assigned.  

**Qualifications** | **Qualifications:**  
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• Bilingual Spanish/English required, other languages a plus.
• Must have a high school diploma—college degree preferred.

• Must be able to work in the United States legally.

• Community Health Worker certification preferred.

**Skills Needed:**

• Must be computer literate. Microsoft Office and database experience a plus.

• Must be able to maintain client confidentiality.

• Must be able to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

• Must be a “team player” with a can-do attitude, willing to help when needed.

• Must be able to lift 25 pounds.

**Salary/Hours**

Full-time

**City, State, Zip**

Houston, TX

**Application Method**

Apply Here:  

**Opening Date**

Immediately

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.