

Date Posted: 03/29/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Social Services Outreach Specialist

Employer/Agency: Houston Food Bank

Job Description: The Houston Food Bank Social Service Outreach Program (SSOP) assists clients with applying for state public benefit programs such as SNAP-food stamps, Medicaid, CHIP, TANF and others. Field workers travel to social service agencies in 12 counties and provide outreach, education, application assistance and interview clients for state public benefit programs. The Social Services Specialist will provide application assistance to clients for state public benefit programs either in the field or in the SSOP Office.

Qualifications:

Experience: Bi-lingual English/Spanish Preferred. Experience in a social service agency preferred. Proficiency using Microsoft Office Programs, such as Word, Excel, PowerPoint, Outlook a must. Ability to understand and follow directions and complete complex state benefits applications. Must be able to perform basic mathematical functions such as add and multiply. Must possess excellent written and verbal communication and customer service skills.

Education: High School Diploma or GED required. 60 college hours, associates degree or Bachelor of Social Work preferred. Community Health Care Worker Certificate preferred or obtained within one year of employment.

Salary/Hours: Full Time

Employer/Agency: Houston Food Bank
Address: 2445 North Freeway
City, State, Zip: Houston, TX 77009

Contact Person: Shannon Terry, MSW
Contact Title: Social Service Outreach Program Supervisor

Application Method: Please email Cover letter and Resume to:
sterry@houstonfoodbank.org

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***