

Job Title	Case Manager / Outreach Advocate
Employer/ Agency	Fort Bend Women's Center
Job Description	<p>Assist clients with setting and achieving goals that lead to safety, recovery and self-sufficiency, including identifying victim assistance needs and connecting clients to agency victim advocacy services. Assist clients in developing options for employment, educational and related objectives.</p> <p>Conduct safety planning, lethality assessment and intervention services.</p> <ol style="list-style-type: none"> 1. Provide resource options available and pros and cons of action and inaction on the part of the client toward achieving service goals. 2. Coordinate and monitor specialized service providers (e.g. housing specialist, employment specialist, follow-up position, etc.) to ensure client is meeting social service goals through Client Service Plan. 3. Provide crisis intervention assistance to clients and prospective clients. 4. Provide accompaniment as needed. 5. Conduct casework with clients to include goal setting regarding trauma recovery, education, job training, employment, personal financial planning, need to refer to victim advocacy program, and other services as necessary. 6. Oversee client transportation needs. 7. Coordinate programs & services for women including, but not limited to, support groups, employment and self-improvement to ensure continued care. 8. Be knowledgeable of community resources. 9. Maintain client records of casework activities. 10. Serve as an advocate on behalf of clients. 11. Complete accurate documentation and maintenance of client files. 12. Complete Client Service Plan 13. Act as child advocate (includes having knowledge of child development, parenting skills, and dynamics of family relationships; sensitivity to the needs of children; ability to respond in a constructive, supportive manner to the parent and child clients in crisis; ability to plan and implement activities for children; knowledge of the local network of children's services) 14. Act as legal advocate (includes having a working knowledge of Texas laws pertaining to family violence/sexual assault, as well as the justice systems; response to family violence/sexual assault; be familiar with legal services, resources, and procedures available to victims in each county where services are provided; assist clients in safety planning and re-evaluation of the safety plan as part of an individual service plan; identify legal rights and options as part of individual service plans) 15. Have knowledge of grant objectives and goals including the timely completion of timesheets and other grant related paperwork.

	<ol style="list-style-type: none"> 16. Conduct intake and initial casework with each new client within 48 hours of intake if in shelter and a minimum of once weekly thereafter to facilitate client's goal setting and safety planning. 17. Conduct follow-up and keep accurate records. 18. Assist with providing hotline coverage as requested. 19. Plan and coordinate educational and personal growth oriented programs for sheltered women. 20. Solicit and participate in community awareness, education events and speaking activities to educate the community about the problems of domestic violence, sexual assault, and homelessness including DV & SA awareness month. 21. Provide victim information to clients, including referrals to the victim assistance/advocacy staff as appropriate.
Qualifications	<ol style="list-style-type: none"> 1. Sensitivity and knowledge regarding the issues of family violence and sexual assault and the impact of these crimes on women and children. 2. Ability to remain calm in crisis situations. 3. Understand client programs and dynamics of communal living. 4. 4-year degree (related field preferred). 5. Bilingual (preferred). 6. Have valid Texas Driver's License and carry auto liability insurance as required by the State of Texas 7. Pass a criminal background check and drug screening.
Salary/Hours	\$31,000+ depending on education and experience. 40 hours per week. Hours may be flexible as necessary to achieve program objectives, tasks, activities, and to effectively document outcome measures and variances.
Employer/Agency	Fort Bend Women's Center
Address	Administrative Office 501 Hwy 90 A East
City, State, Zip	Richmond, Texas 77406
Contact Person	Tina Hood
Contact Title	Human Resources Director
Telephone Number	281-344-5752
Email Address	THood@fbwc.org
Application Method	Please visit our website: https://www.fbwc.org/about-us/careers/
Opening Date	May, 2019

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