

Date Posted: 03/25/2011

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

JOB OPPORTUNITY POSTING

Job Title: Case Manager

Employer/Agency: YMCA International Services

Job Description:

- Act as direct case manager for domestic (national) victims of human trafficking in the Greater Houston Metropolitan area.
- Conduct intake and screenings with potential victims. Create action plans and set goals with clients. Coordinate the delivery of services to identified victims.
- Maintain client contact as appropriate.
- Evaluate and address any immediate crisis situation, such as safety concerns, mental health and medical emergencies.
- Maintain clear and accurate documentation for all services and interactions.
- Transport clients as needed to and from appointments. Actively participate in human trafficking task force and coalition meetings.
- Maintain task force protocols and procedures related to victim services and network membership.
- Actively engage in and maintain collaborative relationships with social service agencies.
- Design and implement program activities and life skills trainings to support and strengthen victims in collaboration with Program Director.
- Develop and maintain an appropriate case management system referral logs and other records as needed.

Qualifications:

Skills:

- Excellent conflict management skills
- Excellent communication skills required; fluent verbal and written English skills needed
- Good organizational skills essential and ability to

- work in a fast-paced environment
- Able to use Microsoft Programs – Excel, Outlook, Publisher and Word.
 - Valid Drivers License
 - Must have reliable transportation and a clean driving record
 - Must be extremely flexible
 - Bilingual Spanish/English

Education:

- Preferred 4-year bachelor in Social work with licensure

Experience:

- At least two years of victim advocacy or case management experience

Salary/Hours: Full Time

Employer/Agency: YMCA International Services
Address: 6300 Westpark, Suite 600
City, State, Zip: Houston, TX 77057

Contact Person: Constance Rossiter
Contact Title: Social Responsibility Director

Email: constance.rossiter@ymcahouston.org

Application Method: Email resume to Constance Rossiter

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 mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you