

Date Posted: 04/04/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

- Job Title:** Bilingual Emergency Assistance (Summer Job Opportunity)
- Employer/Agency:** Memorial Assistance Ministries (MAM)
- Job Description:** The Emergency Assistance position assists in all areas of service delivery in Programs and on rotation performs the duties of interviewer and receptionist, assists case managers and helps with projects within Emergency Assistance.
- Assist with making appointments and phone calls.
 - Assist at the reception desk with client intake.
 - Ask questions necessary to determine client need and eligibility.
 - Explain payment system to client.
 - Provide referral information for other area support services as needed.
 - Refer clients to Employment Services.
 - Conducts telephone and face-to-face client intake interviews to determine client eligibility for services.
 - Maintain appropriate client file and records data.
 - Assist with follow up telephone calls and appointments
 - and facilitate, as necessary, services through outside organizations and scheduling as necessary for clients.
 - Document and assist with record keeping according to specific grant requirements.
 - Work on special project, to be determined
 - Attend trainings as required.
- Qualifications:**
- Commitment to the MAM mission.
 - Ability to work with persons of all walks of life and treat them with dignity.
 - Discernment, good judgment, patience.
 - Ability and willingness to follow procedure and protocols.
 - **Bilingual Spanish fluency required**
 - Technology skills required include working with WINDOWS operating system software and Excel.
- Salary/Hours:** 30 hours per week
\$15 per hour
- Employer/Agency:** Memorial Assistance Ministries (MAM)
- Address:** 1625 Blalock
- City, State, Zip:** Houston, TX 77080
- Application Method:** To apply send your resume to Georgia Kimmel, Director of Programs at gkimmel@maministries.org
- Opening Date:** Summer 2012

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