

Job Title	Intake Specialist / Case Manager
Employer/ Agency	Asset Building Network, Inc.
Job Description	Employee will be required to enter veteran's data into the homeless management information system (HMIS). Will conduct assessment and screening on homeless clients, most will be diagnosed with mental disabilities. Design and create individual service plans or treatment plans for clients.
Qualifications	Experienced candidate with excellent communication skills. Recent graduate looking for opportunity to grow with a non-profit organization in Southwest Houston. Good computer skills, and ability to work independently at all times.
Salary/Hours	Monday – Friday 8:00 a.m. – 5:00 p.m. One hour lunch break 12:00 -1:00 p.m. Entry Level.
Employer/Agency	Asset Building Network, Inc. (501 c 3 non-profit)
Address	12211 Fondren Road, #1009
City, State, Zip	Houston, Texas 77035
Contact Person	Mrs. Glory Udoh, M.Ed.
Contact Title	Executive Director
Telephone Number	713-776-3925
Fax Number	713-271-7215
Email Address	projecthelp@rocketmail.com
Application Method	Please submit your resume via email.
Opening Date	May 4, 2014

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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.