

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK

**Date Posted: 4/4/17**

<b>Job Title</b>	Service Coordinator
<b>Employer/ Agency</b>	NestQuest Houston Inc.
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Developing a standardized procedure for evaluating household needs, identifying necessary social service supports, and providing services and/or referrals as necessary</li> <li>2. Assessing and documenting obstacles to client success and tracking client progress within social service programs</li> <li>3. Creating a documented knowledge base of services, barriers, and amenities available in high opportunity neighborhoods and schools in order to assist clients in choosing a location that meets their needs</li> <li>4. Arranging appointments for client meetings, initiating quarterly follow-ups, and promptly responding to client requests for additional support</li> <li>5. Meeting with clients who have made late payments in order to assess their needs and provide services and/or referrals to help stabilize their financial status</li> <li>6. Referring clients to their housing authority case managers as appropriate</li> <li>7. Identifying and contacting landlords with units in desirable areas to identify vacancies and program participation; facilitating apartment tours by providing apartment address and contact information, and on rare occasions, providing transportation</li> <li>8. Tracking and reporting client statistics and social service utilization and making recommendations for program changes necessary to ensure efficient processes and support client success</li> <li>9. Assisting the Program Administrator as required</li> </ol>
<b>Qualifications</b>	To perform these duties effectively, candidates should possess a Masters in Social Work and at least 2 years' experience in service coordination. Candidates without the educational requirement, but with considerable experience with social service work may be considered on a case-by-case basis. Bilingual candidates and candidates with advanced experience utilizing Microsoft Office programs are preferred. All candidates must have a valid driver's license.
<b>Salary/Hours</b>	\$52,000/ year- Full Time
<b>Employer/Agency</b>	NestQuest Houston Inc.
<b>Address</b>	601 Sawyer St
<b>City, State, Zip</b>	Houston, TX 77007
<b>Contact Person</b>	Diana Zuniga
<b>Contact Title</b>	Program Administrator
<b>Telephone Number</b>	281-652-7840

<b>Fax Number</b>	N/A
<b>Email Address</b>	<a href="mailto:info@nestquesthouston.com">info@nestquesthouston.com</a>
<b>Application Method</b>	Email
<b>Opening Date</b>	3/15/2017

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