

Date Posted: 12/09/2011

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

JOB OPPORTUNITY POSTING

Job Title:	Research Assistant - BOND Specialist
Employer/Agency:	<p>Abt Associates – Social and Economic Policy Division</p> <p>Abt's Social and Economic Policy (SEP) Division has helped shape public policies benefiting millions of Americans through research and technical assistance aimed at improving the efficiency and effectiveness of government programs. Our contributions to public policy—at the national, state, and local levels—span a wide range of program areas, including housing, community revitalization, education, workforce development, income security, food assistance programs, and programs that support children, youth, and disadvantaged families.</p>
Job Description:	<ul style="list-style-type: none">•Conduct outreach activities to recruitment potential participants.•Conduct information and enrollment sessions with potential participants explaining the project to them.•Respond to detailed questions about BOND from participants and others in the community.•Schedule interviews for potential and enrolled participants, in some cases coordinating off-site interview locations.•Greet potential participants and others who come to the site office, coordinating interview flows among staff in the office, answering questions, and seeing to visitors' needs.•Follow specified procedures for obtaining potential participants' informed consent to enroll in BOND.•Coordinate with the baseline interviewers to ensure that surveys are completed.•Conduct random assignment and inform participants of the outcome.•Refer treatment group members to the appropriate work incentives counselors.

	<ul style="list-style-type: none"> •Conduct some mailings, scanning materials into an electronic database, assembling document shipments, and tracking shipments in a database, •Develop and report work activity for participants to SSA. •Serve as an informational resource for the work incentive counselors on BOND procedures and operations. •Serve as back-up to the Site Director in overseeing office operations (when the Site Director is absent). •Manage office incoming mail and other office administrative functions, •Perform other tasks as requested by the Site Director. <p>The BOND Specialist will report to the Site Director.</p>
Qualifications:	<p>BA/BS with 0 - 1 years of experience OR the equivalent combination of education and experience.</p> <p>Strong preference for candidates with several years of work experience, especially in work with persons with disabilities, and for those who already have detailed familiarity with SSI and SSDI program rules and with employment issues for persons with disabilities. The BOND Specialist will need to travel occasionally throughout the project area to meet with interested organizations, as well as to arrange use of local organization's space for project activities. Therefore, candidates will be expected to have a reliable mode of transportation in order to meet the necessary travel requirements of the position.</p>
City, State:	<p>This position is available in:</p> <ol style="list-style-type: none"> 1. Birmingham, Alabama 2. Denver, CO 3. Troy, MI 4. Washington, DC 5. Houston, TX 6. Miami, FL 7. Brookfield, WI 8. Phoenix, AZ 9. Buffalo, NY 10. Nashua, NH 11. Cambridge, MA
Application Method:	PLEASE APPLY ONLINE:

	http://jobs-abtassociates.icims.com/ to job requisition #6352
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