

Job Title	BILINGUAL CASE MANAGER (FAMILY VIOLENCE CENTER)
Employer/ Agency	Northwest Assistance Ministries
Job Description	Facilitate client's access to NAM services and outside agencies. Answer the FVC Hotline and perform telephone crisis counseling, including periodic coverage of the FVC emergency cell phone. Conducting telephone and face-to-face client intake interviews to determine client eligibility for services. Staff cases with FVC Director or Staff Therapist including definition of problems and determining appropriate referrals. Case management of FVC client cases as assigned, including safety planning and assisting the client to set appropriate goals and re-access goals when needed. Develop working relationships internally and with external agencies. Operate within budgetary guidelines, ensure compliance with grant funding and provide reports to the proper authorities within the designated timeframes. Plan intervention, identify, and link clients to appropriate community resources. Maintaining appropriate client file data and producing monthly summaries of activities. All record keeping, data collection, telephone calls and scheduling necessary for clients. Assist in new staff/volunteer/student intern training. Participating in all departmental staff meetings, staff events, and fund raising functions. Flexible work hours as needed to promote FVC's mission. All other duties as assigned.
Qualifications	Bachelor's degree in Social Work or Bachelor's degree in related field. (One year experience in a social service agency may be substituted for one year of college.) Bilingual in Spanish and English required. Knowledge of domestic violence programs and professional social work approaches. Excellent organizational, verbal, and written skills. Experience in working with victims and volunteers. Computer skills (Word and Excel) required. Knowledge of other social service agencies and their services.
Salary/Hours	15.00/hr. 40 hours/wk.
Employer/Agency	Northwest Assistance Ministries
Address	15555 Kuykendahl Rd.
City, State, Zip	Houston, Texas 77090
Contact Person	Joe Slezak
Contact Title	HR Liaison
Telephone Number	281-885-4555
Email Address	jslezak@namonline.org
Application Method	TO APPLY: NO WALK-INS OR PHONE CALLS PLEASE. For consideration, please email your resume as an attachment to resumes@namonline.org with the job title " BILINGUAL FVC CASE MANAGER ", in the subject line. *All applicants must be able to pass a background check.
Opening Date	March 15,2014

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