

**Date Posted: 01/18/12**

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

**Job Title:** Information & Referral Specialist (part-time)

**Employer/Agency:** NAMI Metropolitan Houston (NMH)

NAMI Metropolitan Houston (NMH) is a grassroots local mental health support and advocacy organization over 20 years old. At the heart of NAMI's mission is the sharing of information with people with mental illness, their families, friends, mental health professionals and the general public. NAMI strives to offer hope, reform and health to our American community through support, education and advocacy efforts. Our organization plays a leading role in addressing life in recovery once diagnosed with a brain disorder. Utilizing research-based curricula and best practice strategies, we impact environmental and community norm change through support, advocacy, community education, consumer engagement, social change marketing, media advocacy and youth empowerment.

NMH has opened a new resource center, the NAMI S.E.A. Center, which offers the community a centrally located source of information and immediate caring support to help individuals and family members overcome the sense of shame and loss of confidence that often accompanies a diagnosis of mental illness. I&R Specialists provide emotional support, information about mental illnesses, treatments and recovery, and referral and resource information. Excellent, empathetic communication skills required; training provided.

The S.E.A. Center is open to the public Monday - Thursday 10:00 a.m - 4:00 p.m., and evenings by appointment only.

**Job Description:** Responsibilities will include the following:  
- Intake assessments

- Connecting individuals with appropriate community resources and supports
- Data entry
- Answering calls from individuals inquiring about mental health resources
- Responding to emails from individuals inquiring about mental health resources
- Managing library material check-out and check-in procedures
- Support visitors using online systems

**Qualifications:** Experience working with individuals who have mental health and co-occurring diagnoses

Bilingual recommended, but not required

Certified Peer Support Specialist recommended, but not required

**Salary/Hours:** \*\*\*This is a part-time position  
\*\*\*Estimated hours are 8-12 hours per week  
\*\*\*Opportunities for increased responsibility

**Employer/Agency:** NAMI Metropolitan Houston  
**Address:** 3630 West Dallas, Suite 140  
**City, State, Zip:** Houston, TX 77019

**Email Address:** [namimh@namimetrohouston.org](mailto:namimh@namimetrohouston.org)

**Application Method:** Send cover letter and resume to NAMI S.E.A Center Information & Referral Specialist at [namimh@namimetrohouston.org](mailto:namimh@namimetrohouston.org)

**Closing Date:** January 27, 2012

***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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***