

<b>Job Title</b>	<b>SEXUAL ASSAULT SERVICES COORDINATOR</b>
<b>Employer/ Agency</b>	Northwest Assistance Ministries
<b>Job Description</b>	<p><b>RESPONSIBLE FOR:</b></p> <ul style="list-style-type: none"> <li>• Responding to sexual assault crisis calls via Hotline and on-call phone protocols.</li> <li>• Conducting telephone and face-to-face client intake interviews to determine client eligibility for services.</li> <li>• Case management of FVC sexual assault client cases as assigned, including safety planning, assisting the client to set appropriate goals and re-assess goals when needed.</li> <li>• Facilitating sexual assault client's access to NAM services and outside agencies.</li> <li>• Staff all cases with Staff Therapist or FVC Director including definition of problems and determining appropriate referrals.</li> <li>• Serving as an advocate during sexual assault client hospital accompaniment, per protocol.</li> <li>• Develop working relationships internally and with external agencies.</li> <li>• Operate within budgetary guidelines, ensure compliance with grant funding and provide reports internally or externally within the designated timeframes.</li> <li>• Maintaining appropriate client file data and producing monthly summaries of activities; data entry of client services.</li> <li>• Position requires the use of a personal vehicle for transportation.</li> <li>• All record keeping, data collection, telephone calls and scheduling necessary for clients.</li> <li>• Serving as back-up on the FVC Hotline and perform telephone crisis counseling, as needed.</li> <li>• Assisting in training new staff/volunteer/student interns.</li> <li>• Participating in all NAM and departmental staff meetings/staff events/outreach activities, and fund raising functions.</li> <li>• Providing sexual assault community education, as needed.</li> <li>• Flexible work hours as needed to promote FVC's mission.</li> <li>• All other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Social Work/Human Services or related field required. (One-year experience in a social service agency may be substituted for one year of college.)</li> <li>• Knowledge of sexual assault programs and professional social work approaches required.</li> <li>• Excellent organizational, verbal, and written skills.</li> </ul>
<b>Salary/Hours</b>	\$18.00/hr. 40 hours/week, non-exempt

<b>Employer/Agency</b>	Northwest Assistance Ministries
<b>Address</b>	15555 Kuykendahl Rd.
<b>City, State, Zip</b>	Houston, Texas 77090
<b>Contact Person</b>	Joe Slezak
<b>Contact Title</b>	HR Liaison
<b>Telephone Number</b>	281-885-4555
<b>Email Address</b>	<a href="mailto:resumes@namonline.org">resumes@namonline.org</a>
<b>Application Method</b>	<p><b>TO APPLY:</b>  For consideration, please email your cover letter and resume as an attachment to <a href="mailto:resumes@namonline.org">resumes@namonline.org</a> with the job title "Sexual Assault Services Coordinator", in the subject line.  <b>ONLY RESUMES FORWARDED TO <a href="mailto:resumes@namonline.org">resumes@namonline.org</a> WILL BE CONSIDERED.</b>  <b>NO WALK-INS OR PHONE CALLS PLEASE.</b>  *All applicants must be able to pass a background check.</p>
<b>Opening Date</b>	January 4, 2016

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