

Date Posted: 06/12/12

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

- Job Title:** Intern/Temporary Client Support Advocate (Part-time)
- Employer/Agency:** Humble Area Assistance Ministries
- Job Description:** Provide on-going support and advocacy services to individuals and families seeking assistance in the Client Service Center and Self Sufficiency Programs. Assist Program Director and Client Services Manager with administrative tasks. Must be dependable, efficient, out-going, and have the ability to work effectively and empathetically with a diverse client population experiencing crises and other difficulties in living.
- Qualifications:**
- Experience:** Previous experience working with homeless, at-risk families, crisis intervention and child welfare preferred.
- Education:** Some college in the Human Services field (Social Work, Psychology, Sociology, Criminology, etc.)
- Technical:** Proficient using: Internet, Microsoft Office Products, and common office equipment (e.g., copier.)
- Skills**
- Ability to develop strong working relationships with clients, mentors and other professionals.
  - Must be willing and able to make last-minute changes to accommodate job responsibilities,
  - Ability to work well in a team environment,
  - Ability to handle multiple, concurrent projects,
  - Excellent public relations skills,
  - Ability to relate to individuals making significant life decisions and provide an array of supportive case management efforts that include crisis intervention, service planning, advocacy, and referral linkage
  - Proficient in Microsoft applications required
- Salary/Hours:** \$8.00 per hour part-time
- Employer/Agency:** Humble Area Assistance Ministries
- Address:** 1302 1<sup>st</sup> Street East
- City, State, Zip:** Humble, TX 77338
- Contact Person:** Kristin Carter
- Contact Title:** Program Director
- Email Address:** [kcarter@haaministries.org](mailto:kcarter@haaministries.org)
- Application Method:** Qualified applicants should email resume and cover letter
- Opening Date:** June 11, 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*