

Date Posted: 03/21/12

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

Job Title: Bilingual Emergency Assistance Position

Employer/Agency: Memorial Assistance Ministries (MAM)

Job Description: Summer Temporary Student Employment Opportunity - Spring Branch Area

The Emergency Assistance opportunity assists in all areas of service delivery in Programs and on rotation performs the duties of interviewer and receptionist, assists case managers and helps with projects within Emergency Assistance.

- Assist with making appointments and phone calls.
- Assist at the reception desk with client intake.
- Ask questions necessary to determine client need and eligibility.
- Explain payment system to client.
- Provide referral information for other area support services as needed.
- Refer clients to Employment Services.
- Conducts telephone and face-to-face client intake interviews to determine client eligibility for services.
- Maintain appropriate client file and records data.
- Assist with follow up telephone calls and appointments and facilitate, as necessary, services through outside organizations and scheduling as necessary for clients.
- Document and assist with record keeping according to specific grant requirements.
- Work on special project, to be determined
- Attend trainings as required.

Qualifications:

- Commitment to the MAM mission.
- Ability to work with persons of all walks of life and treat them with dignity.
- Discernment, good judgement, patience.
- Ability and willingness to follow procedure and protocols.
- Bilingual Spanish fluency required
- Technology skills required include working with WINDOWS

operating system software and Excel.

Salary/Hours: \$12+ per hour
30 hrs. per week

Employer/Agency: MAM
Address: 1625 Blalock Road
City, State, Zip: Houston, TX 77080

Application Method: To apply send your resume to Georgia Kimmel, Director of Programs at gkimmel@maministries.org

Opening Date: Immediate

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