

Job Title	Service Coordinator
Employer/ Agency	NestQuest Houston
Job Description	<p>Although the Service Coordinator's duties will vary based on the needs of the clients, the following are key responsibilities of this position:</p> <ol style="list-style-type: none"> 1. Developing a standardized procedure for evaluating household needs, identifying necessary social service supports, and providing services and/or referrals as necessary 2. Assessing and documenting obstacles to client success and tracking client progress within social service programs 3. Creating a documented knowledge base of services, barriers, and amenities available in high opportunity neighborhoods and schools in order to assist clients in choosing a location that meets their needs 4. Arranging appointments for client meetings, initiating quarterly follow-ups, and promptly responding to client requests for additional support 5. Meeting with clients who have made late payments in order to assess their needs and provide services and/or referrals to help stabilize their financial status 6. Referring clients to their housing authority case managers as appropriate 7. Identifying and contacting landlords with units in desirable areas to identify vacancies and program participation; facilitating apartment tours by providing apartment address and contact information, and on rare occasions, providing transportation 8. Tracking and reporting client statistics and social service utilization and making recommendations for program changes necessary to ensure efficient processes and support client success 9. Assisting the Program Administrator as required
Qualifications	<p>To perform these duties effectively, candidates should possess a Masters in Social Work and at least 2 years' experience in service coordination. Candidates without the educational requirement, but with considerable experience with social service work may be considered on a case-by-case basis.</p> <p>Bilingual candidates and candidates with advanced experience utilizing Microsoft Office programs are preferred. All candidates must have a valid driver's license.</p>
Salary/Hours	DOE
Employer/Agency	NestQuest Houston
Address	601 Sawyer #120
City, State, Zip	Houston, TX 77007
Contact Person	Diana Zuniga
Contact Title	Program Administrator
Application Method	info@nestquesthouston.com Please attach a resume and cover letter for review.
Opening Date	Immediate

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