

Job Title	Information & Referral Specialist
Employer/ Agency	United Way of Greater Houston
Job Description	Under limited supervision is responsible and accountable for delivering quality, professional information, referral and consultation on health and human services to individuals in need of assistance and performs tasks related to information and referral projects.
Qualifications	<p>Bachelor's degree in social work or related field from an accredited institution or commensurate experience in information and referral and/or case management in a health and human services field.</p> <p>Minimum Skills and Experience: One year experience in a human services position. Demonstrated evidence of interviewing, assessment and problem solving skills. Effective verbal and written communication skills. Ability to use call center telephony equipment to answer incoming calls. Ability to use computer to complete job functions. Must be able to read, write and speak English. Ability to preserve confidential information. Ability to foster a workable, effective and productive relationship with other staff, administration, volunteers, agencies and clients. Ability to adapt to a changing caseload while maintaining standards of high quality. Ability to work effectively as a team member and provide assistance to other staff members willingly.</p>
Salary/Hours	DOE
City, State, Zip	Houston, TX
Application Method	Submit cover letter and resume to David Jobe djobe@unitedwayhouston.org NO phone calls please
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.