

Job Title	FAMILY VIOLENCE CENTER CASE MANAGER (BILINGUAL)
Employer/ Agency	Northwest Assistance Ministries (Family Violence Center)
Job Description	<p>Position Summary: The Family Violence Center (FVC) Bilingual Case Manager is responsible for providing support services to domestic violence victims/survivors in the client's preferred language of English or Spanish.</p> <p>Description:</p> <ul style="list-style-type: none"> • Facilitating client access to FVC services, NAM services and outside agencies • Answer the FVC Hotline to provide telephone crisis counseling, crisis intervention, client assessment, and community referrals, as appropriate • Periodic coverage of the FVC after-hours, on-call cell phone to provide telephone crisis counseling, crisis intervention, client assessment, and community referrals, as appropriate • Conducting telephone and face-to-face client intake interviews to determine client needs, client eligibility for services, and develop client safety plan • Case management of assigned FVC client cases, including crisis interventions, assessments, and assisting clients to set appropriate goals or re-assess goals as needed • Actively participate in on-going safety planning with FVC clients and Hotline callers • Staffing all cases with Key Staff (DV Services Coordinator, SA Services Coordinator, Staff Therapist or FVC Director) including definition of problems, eligibility for services, and identifying appropriate referrals • Translation of brochures, educational materials and information about FVC services into Spanish, as needed • Ensuring and protecting client confidentiality • Operating within budgetary guidelines and in compliance with grant funding • Develop working relationships internally and with external agencies • Maintaining client files and all relative paperwork per FVC guidelines and policies • Facilitating data entry in NAM's database(s) and checking accuracy • Assisting in the training of new staff, volunteers, and student interns • Attending NAM and FVC staff meetings, staff events, community events, and fundraising activities as scheduled • Flexible work hours as needed to promote FVC's mission.
Qualifications	<p>Education and Experience Requirements:</p> <ul style="list-style-type: none"> • LCSW licensing is required, plus four to ten years related experience and/or training. Proof of current State of Texas licensure is a requirement. • Prior experience working with victims/survivors of domestic violence and/or sexual assault is required. • Must provide copies of current State of Texas Licensure in counseling

	<p>field and maintain liability/malpractice insurance annually. Must have dependable transportation.</p> <p>Computer Skills:</p> <ul style="list-style-type: none"> • Database Software - familiar • Internet Software - familiar • Spreadsheet Software (Excel) - required • Word Processing Software (Word) - required • “Microsoft Office” - required <p>Special Requirements:</p> <ul style="list-style-type: none"> • Must have dependable transportation
Salary/Hours	\$20.50/hr., 40 hours/week
Employer/Agency	Northwest Assistance Ministries
Address	15555 Kuykendahl Rd.
City, State, Zip	Houston, Texas 77090
Contact Person	Joe Slezak
Contact Title	HR Coordinator
Telephone Number	281-885-4555
Email Address	resumes@namonline.org
Application Method	<p>TO APPLY:</p> <p>For consideration, please email your cover letter and resume as an attachment to resumes@namonline.org with the job title “FVC Case Manager (bilingual)”, in the subject line.</p> <p>NO WALK-INS OR PHONE CALLS PLEASE.</p> <p>All applicants must be able to pass a background check.</p>
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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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