

Job Title	DV Housing Coach (Trauma Support Partner)-Hybrid
Employer/ Agency	Northwest Assistance Ministries
Job Description	<p>Position Summary: The DV Housing Coach is responsible case management and care coordination by aiding domestic violence victims/survivors in establishing independent, safe housing in the community and assisting them to achieve long-term stability. This position will interview clients both at NAM and in the community. Case management services will be provided through a client-centric model with a specific focus on safety planning. Position will be responsible for client outcomes, professionally interfacing with clients, landlords, and community partners. The DV Housing Coach will provide active case management and support including large portion of time spent in the community providing mobile advocacy and meeting clients in their preferred location.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Providing housing case management services to victims/survivors of domestic violence, following the DV non-residential rapid rehousing guidelines. • Fulfill role and responsibilities of a Trauma Support Partner (TSP) to meet client needs. • Collaborate closely with Housing Services Specialist (HSS) assigned to each client. • Actively participate in safety planning and addressing domestic violence concerns with assigned clients. • Providing case management and care coordination services related to housing, including applications, options, placement, client budgeting, short- and long-term goals, and linking to appropriate community resources. • Linking participants to stable affordable housing using HUD’s Fair Market Rates and rent reasonableness. • Conducting apartment surveys according to the Housing Inspection Checklist. • Ensuring client is connected with domestic violence services in their community. • Facilitating client’s access to NAM services and outside agencies. • Meeting all agency, program, contract, and grant policies, reporting schedules as well as budgets. • Staffing all cases with FVC Director or other FVC key staff including definition of problems and determining appropriate referrals. • Developing positive working relationships internally and with community partners. • Creating action plans and conducting follow up to ensure client can sustain independence. • Developing positive internal and external working relationships. • Ensuring and protecting client confidentiality. • Produce statistical and narrative reports, as required by NAM, FVC or funders.

	<ul style="list-style-type: none"> • Operating within budgetary guidelines and in compliance with grant funding. • 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. • Other duties may be assigned. <p>Supervisory Responsibilities: N/A</p> <p>Language Skills: Bilingual preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine correspondence, reports, business correspondence and procedure manuals. Ability to speak effectively before groups of customers or employees of organization.</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, valid Texas Driver’s License and insurance, clean driving record. <p>*All applicants must be able to pass a background check.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree from a four-year college or university and a minimum of three years’ experience working in a social service agency or equivalent combination of education and experience. • Experience working with victims/survivors of domestic violence. • Case management experience. • Understanding of trauma informed care practices is required • Prior experience working with homeless families, federal government funding, or public housing authority preferred.
Salary/Hours	<p>\$21.50 per hour 40 hours per week Non-Exempt</p>
Address	<p>15555 Kuykendahl Road</p>



City, State, Zip	Houston, TX 77090
Contact Person	resumes@namonline.org
Telephone Number	281-885-4555
Email Address	resumes@namonline.org
Application Method	To Apply: For consideration, please email your cover letter and resume as an attachment to resumes@namonline.org with the job title “DV Housing Coach” in the subject line. Only resumes forwarded to resumes@namonline.org will be considered. No walk-ins or 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.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK