

Job Title	Domestic Violence Housing Coach
Employer/ Agency	Northwest Assistance Ministries
Job Description	<p>The DV Housing Coach is responsible for 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.</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.· Actively participate in safety planning and addressing domestic violence concerns with assigned clients.· Providing case management and coordinator services related to housing, including applications, options, placement, client budgeting, short-term and long-term goals, and 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.· Ensuring and protecting client confidentiality.· Produce statistical and narrative reports, as required by NAM, FVC or funders.· 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.
Qualifications	<p>Education and Experience:</p> <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.

	<ul style="list-style-type: none"> · Case management experience. · Understanding of trauma informed care practices. · Prior experience working with homeless families, federal government funding, or public housing authority preferred.
Salary/Hours	40 hrs./week
City, State, Zip	Houston, TX
Application Method	For consideration, please email your cover letter and resume as an attachment to resumes@namonline.org with the job title “Domestic Violence Housing Coach” in the subject line.
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.