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| 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. |

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| | <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.