

Job Title: Part-time Family Advocate Assistant

Employer/Agency: Society of St. Vincent de Paul Council of Galveston-Houston (SVdP)

Job Description: Our SVdP Uplift Program (Homelessness Prevention and Rapid Re-Housing Program) is to help individuals and families who will become homeless without assistance. The Program provides financial assistance and housing relocation and stabilization services to the needy. The Part-time Family Advocate Assistant is responsible for completing intake and assessment with clients; conducting home visits with Family Advocates; coordinating the screening process which determines the eligibility of clients; maintaining the database; providing referrals to clients, and completing the program reports on a regular basis.

Qualifications: Applicants should have: 1) Bachelor's degree in social work or equivalent degree in education, psychology, sociology or other relevant behavioral science; 2) a minimum of one year experience working in a social services environment; 3) computer literacy in Microsoft Office products as well as data entry.

Hours: Up to 28 hours/week

Salary: DOE

Employer/Agency: Society of St. Vincent de Paul Council of Galveston-Houston

Address: 2403 Holcombe Blvd.

City, State, Zip: Houston, TX 77021

Telephone: 713-741-8234

Fax: 713-741-3639

Email Address: Kelly.wells@svdphouston.org

Contact Person: Kelly Wells

Contact Title: Director of Finance & Human Resources

Application Method: Applicants should send a resume to kelly.wells@svdphouston.org and specify the position name in the subject line.

Opening Date: Immediately