

<b>Job Title</b>	Bilingual Case Manager
<b>Employer/ Agency</b>	United Against Human Trafficking
<b>Job Description</b>	<p>The Bilingual Case Manager is responsible for engaging clients to assess needs, connecting clients to care, and advocating to ensure the provision of comprehensive services meets identified needs and goals. The population served through this case management program will be adults who have been trafficked (sex, labor and/or both), foreign nationals and/or domestic U.S. Citizens. This position requires an understanding of a trauma-based, client-centered approach in serving clients. This position requires field work and travel throughout the Greater Houston area to provide services to trafficked persons and work with community partners.</p> <p>This position reports to the Lead Case Manager.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Manage initial intake for new clients, including the initial screening, assessment, service plan, and safety plan</li> <li>- Coordinate with client, staff, and partners to address emergency needs</li> <li>- Work closely with UAHT staff to intake clients in a timely manner</li> <li>- Work closely with UAHT’s Outreach Team to identify human trafficked persons</li> <li>- Provide short-term supportive counseling, advocacy, resources and educational support to clients</li> <li>- Meet regularly with clients for ongoing service plan updates and assist with coordinating appointments to address health, mental health, legal, employment, education, and any additional needs that are assessed, and accompany clients as needed</li> <li>- Manage case files and maintain accurate client documentation in hard copy files and in database</li> <li>- Identify barriers to services and/or advocate for services with external service organizations</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Master’s degree in social work, Psychology, Sociology or other social sciences strongly preferred.</li> <li>- Minimum 5-7 years of previous case management experience.</li> <li>- Experience with housing is preferred</li> <li>- Experience with trauma informed care model and conflict resolution</li> <li>- Bilingual strongly preferred (Spanish- fluent, read/write)</li> <li>- Experience working with victims of human trafficking, survivors of sexual violence, domestic violence or similar population.</li> <li>- Strong working knowledge of motivational interviewing</li> <li>- Ability to work independently to gather resources</li> <li>- Ability to maintain confidentiality of client information</li> <li>- Strong organizational and time management skills with the ability to meet deadlines</li> <li>- Strong and effective verbal and written communication skills</li> <li>- Strong interpersonal skills with the ability to apply compassion and empathy while dealing with stressful and difficult situations</li> </ul>

	<ul style="list-style-type: none"> <li>- Ability to work and interact with diverse groups of people</li> <li>- Experience working with vulnerable populations, i.e., human trafficking victims, undocumented immigrants, homeless populations, individuals involved with the criminal justice system, etc.</li> <li>- Proven ability to work as a team-player while maintaining positive working relationships</li> <li>- Proficient PC skills such as e-mail, MS office, Power point, etc.</li> <li>- Valid driver's license, insurance, transportation required and English/Spanish speaker preferred.</li> </ul>
<b>Salary/Hours</b>	Monday through Friday from 9:00 AM – 5:00 PM However, this is a full-time position requiring flexible hours including some evenings and weekends. Salary: \$60k-\$65k
<b>Address</b>	PO Box 541184
<b>City, State, Zip</b>	Houston, TX 77254
<b>Telephone Number</b>	713-874-0290
<b>Email Address</b>	hr@uaht.org
<b>Application Method</b>	Send a resume and cover letter to above email.
<b>Opening Date</b>	Immediately

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