

Job Title	Bilingual Transitional Housing Case Manager
Employer/ Agency	Houston Area Women’s Center
Job Description	<p>The Transitional Housing Case Manager provides empowering and supportive services to survivors of domestic and sexual violence residing in the Transitional Housing program. This role focuses on delivering trauma-informed case management, crisis intervention, and individualized support to help clients achieve safety, stability, and long-term independence. The Transitional Housing Case Manager will work collaboratively with clients to identify goals, connect them to resources, and support their transition to permanent housing. The ideal candidate will demonstrate strong communication skills, empathy, and a commitment to empowering survivors and their families.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Empower, support, and monitor the progress of domestic and sexual violence survivors in the Transitional Housing program, ensuring services align with agency, funder, and state/federal guidelines. • Provide ongoing trauma-informed case management to assist clients in identifying and achieving goals related to safety, stability, and securing permanent housing. • Meet regularly with clients to assess needs, develop individualized action plans, address barriers, and connect them to community resources, employment opportunities, and housing services. • Maintain accurate, timely, and detailed client documentation in compliance with agency policies, funding requirements, and state/federal guidelines. • Collaborate with Transitional Housing staff and other departments to ensure a safe, supportive, and positive environment for clients and their families. • Foster an environment of diversity, equity, and inclusion that respects the unique needs and experiences of all clients. • Serve as a liaison between clients and community partners, providing referral information for legal, financial, employment, housing, and other supportive services to help clients successfully transition to long-term housing solutions. • Attend weekly Case Team Meetings to share feedback, discuss client progress, and develop coordinated plans for addressing client needs. • Manage a caseload of approximately 19-24 families, ensuring consistent and high-quality support throughout the clients’ stay in the program. • Monitor and report any concerns of abuse and/or neglect to the appropriate authorities, including Child Protective Services (CPS) or Adult Protective Services (APS), in accordance with agency policies and legal requirements. • Advocate for clients by assisting them in understanding their legal rights and accessing resources that promote self-sufficiency and independence. • Support the overall success of the Transitional Housing program by performing additional duties or projects as assigned.
Qualifications	<p>Education:</p> <p>Bachelor’s degree in Social Sciences, Criminal Justice or equivalent</p>

	<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 1 year experience in a social services or case management, preferably in a residential setting. • Knowledge of and sensitivity to issues of domestic and/or sexual violence • Knowledge of community resources for adults and children needing emergency services including legal, financial support, housing and/or basic needs • Working knowledge of Texas laws pertaining to family violence, as well as the justice system's response to domestic violence • Familiarity with legal services, resources, and procedures available to victims in each county where services are provided • Proven skill of crisis management is preferred
Salary/Hours	<p>Full-Time Work Schedule: Monday 12:00 pm-9:00 pm Tuesday – Friday 9:00 am – 6:00 pm</p>
City, State, Zip	Houston, TX
Application Method	<p>Apply Here: https://tinyurl.com/nn76tt42</p>
Opening Date	Immediately

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