American GI Forum
NATIONAL VETERANS OUTREACH PROGRAM, INC.
611 N. Flores, Suite 200
San Antonio, TX 78205
(210) 223-4088
www.agif-nvop.org

JOB VACANCY ANNOUNCEMENT

(TWC) JOB POSTING ID #5431917

Opening Date:	May 09, 2019	**Closing Date:**	May 16, 2019
Position Title:	Case Manager (TVOP)	**Annual Salary:**	$34,125.00 annual salary (5% merit increase at successful completion of 6 month probationary period)
Job Location:	2626 South Loop West, Suite #610 Houston, Texas 77054		
How to Apply:	Must complete the NVOP **employment application** online at www.agif-nvop.org and via-email to Human Resources to **dcruz@nvop.org** (Attach Resume and Transcript).		

JOB DUTIES & RESPONSIBILITIES

The person in this position is responsible for providing and/or collaborating the needed array of counseling services to eligible veterans, to include homeless veterans, ex-offenders, recently discharge, disabled and those with substance abuse problems. The person in this position is responsible for providing employment, support services and job placement to eligible veterans. The Case Manager is responsible for motivating participants to follow the service strategy developed for each of them. The Case Manager must monitor the progress of participants from assessment through job placement, and follow-up. The incumbent must develop working linkages with various community organizations in order to coordinate required services for participants. Applicant must be computer literate and be familiar with skills that include Microsoft Word, Excel, and Access applications.

JOB REQUIREMENTS

Must have a Bachelor's Degree from an accredited college or university and at least (3) years' experience in a responsible position interacting with low-income persons or families, veterans, specifically performing as a case manager in job counseling, employment, job training, job development, employment services or related field preferred. Minimum of an Associate's Degree from an accredited college with a minimum of (5) years' significant experience in related work experience. Must be knowledgeable of computers and various software programs including Microsoft Word, Excel, Access, Power Point or other data base programs. Must have a valid Texas driver's license, pass a drug test & background check. Must also provide proof of current liability vehicle insurance. Employer reserves the right to hire the most qualified person if no applicants meet the minimum qualifications.

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