



Concho Valley Community Action Agency

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CONCHO VALLEY COMMUNITY ACTION AGENCY

HOUSING SOCIAL WORKER

What We're Looking For:

CVCAA is looking for someone who is passionate about helping our neighbors access needed services. We're looking for someone who is excited to learn, grow, and be a part of our team. Are you bilingual (English/Spanish?) Are you passionate about helping our neighbors maintain stable housing? If you are looking for an opportunity to make a difference in the Concho Valley we're looking for you.

What's the Job?:

The Housing Social Worker is responsible for a caseload of 20 client households and working with them to identify, acquire, and maintain stable housing. Social workers will work with client households to identify barriers and solutions to those barriers. You may be required to occasionally travel throughout CVCAA's eleven county service area.

The Details (aka – the essential parts of the job):

- Reach out to community partners to discuss available services and help facilitate referrals cross-agency.
- Directly connect with potential clients to discuss available services
- Daily interactions with clients to secure and maintain housing
- Work with agency databases to maintain accurate client files
- Ensure accuracy of data for reporting to state agencies
- Schedule office hours throughout the CVCAA's service area
- Other duties as assigned by Housing & Development Director or Executive Director

Can I Do This? (your skills & abilities):

- Bilingual (English/Spanish – Required)
- Social Work Experience/Degree in Social Work
- Comfortable with learning new technology platforms
- Strong Microsoft Office skills, including Microsoft Office and Excel, with the ability to manipulate data in Excel.
- Organizational and time management skills.
- Ability to follow verbal and written instructions and work independently while being willing to perform other tasks as assigned.
- Ability to meet deadlines and multi-task while following agency policies and procedures.
- Ability to provide excellent customer service to the clients while maintaining client confidentiality.
- Ability to work effectively with others and maintain a professional relationship with co-workers.
- Strong written and verbal communication skills

Should I Apply? (the basic qualifications)

- Bilingual – English/Spanish (Required)
- College Degree in Social Work preferred, however related skills and relevant experience may substitute for college degree.
- 1-2 years of social work (or equivalent college coursework/experience)
- Valid Texas driver's license with a clean driving record.
- Able to lift up to 50 pounds.
- Ability to operate and navigate standard office equipment & technology
- Comfortable with databases
- Ability to work 8AM – 5PM, Monday – Friday.