

Job Title	Case Manager (Rapid Rehousing)
Employer/ Agency	Avenue 360 Health and Wellness
Job Description	<p>Overview:</p> <p>The Rapid Rehousing (RRH) Case Manager conducts assessments, determines eligibility, develops individualized case plans, links families with community-based housing and service resources, manages financial assistance funds (security deposits, rent), and provides case management services in conjunction with community partners.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Conduct comprehensive assessments of potential participants.• Develop Individualized Housing and Service Plans (IHSP) for each participant using the comprehensive assessment• Collect all necessary documentation needed to support assistance• Find temporary housing opportunities for eligible participants and identify permanent housing options for program participants• Determine and recommend to supervisor the level and duration of financial assistance for eligible participants• Prepare requests for financial assistance and submit all required documentation to supervisor for approval• Manage and track financial assistance funds• Collaboratively work with housing specialists to find permanent housing options for program participants• Interface with landlords whenever necessary to mitigate issues or advocate for participants.• Provide case management services including, but not limited to: providing appropriate resources, tools, and counseling to assist participants in achieving their case plan goals; making referrals for services; following up to ensure that the referrals were completed and tracking and documenting participant progress• Collaborate with other departments and agency programs to maximize participant outcomes, program goals, and agency mission• Recertify participants receiving financial assistance every month to assess participant progress and needs• Collaborate and communicate closely with formal partner agencies for the program (WorkSource Centers, family shelters, etc.)• Document and maintain up-to-date information on services provided to participants in the Homeless Management Information System (HMIS) and hard copy case records• Prepare and submit weekly program update and financial assistance tracking reports.• Other duties as assigned.

Qualifications	Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements: <ul style="list-style-type: none"> • Bachelor's Degree required; degree in social work or a closely related field preferred. • 2 years of recent housing experience with local, state and/or federal programs preferred. • 2 years of experience working with homeless individuals and families desired. • Proficiency in the use of Microsoft software applications required. • At least 1 year of experience with the Homeless Management Information System (HMIS) desired; willingness and ability to be trained on the system required. • Bilingual (English/Spanish) desired. Continuing Education and Training Requirements: <ul style="list-style-type: none"> • Participates in trainings required by the agency, funding source(s), and/or as required by licensure if applicable.
Salary/Hours	▪ DOE
Employer/Agency	Avenue 360 Health and Wellness
Address	2150 W. 18 th St., Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Christopher Cole
Contact Title	H. R. Manager
Fax Number	713-526-1422
Email Address	ccole@avenue360.org
Application Method	Apply online at www.avenue360.org Click "join our team"
Opening Date	Immediate

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