

Job Title	STRMU Housing Specialist
Employer/ Agency	Houston Area Community Services, Inc.
Job Description	<p>Overview: Provides PLWH clients with assistance in maintaining housing in order to avoid homelessness and/or at risk for homelessness.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Schedules housing interviews with clients • Completes screening and eligibility for STRMU housing clients • Assists STRMU clients with development of housing plan • Seeks to assist clients to maintain long-term housing through referrals for additional social service assistance • Discusses tenant rights and responsibilities • Helps clients make informed decisions • Reassess client monthly for no more than 21 weeks eligibility • Completes and submits pledges for client utility payments • Secures and updates W-9 forms, insuring accuracy of data in client files • Develops check requests and mails rent/utility checks to vendor • Prepare paperwork for check traces and stop payments as required • Maintains current information about clients cash benefits • Contacts landlords and utility providers, re: leases, contracts, payments and disputes • Enters appropriate data and appointments into HMIS and PowerSource databases • Maintains Excel databases of financial information within established time frame • Produce and assist with monthly reports • Responds to STRMU inquiries for assistance • Other duties as assigned
Qualifications	<p>Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements:</p> <ul style="list-style-type: none"> - Must have BS with 3-5 years comparable experience. - Team player - Interest in and ability to work with clients and reports - Self-starter - Effective communication skills - Detail-oriented <p>Continuing Education and Training Requirements: Participates in trainings required by the funding source</p>
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services, Inc.

Address	2150 W. 18 th Street, Suite 300
City, State, Zip	Houston, Texas 77008
Contact Person	Christopher Cole
Contact Title	H.R. Manager
Fax Number	713-526-1422
Email Address	ccole@hacstxs.org
Application Method	Please visit our website at www.hacstxs.org to complete an online application and submit your resume. All applications must be accompanied with a resume.
Opening Date	Immediate

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