

Job Title	Case Manager/Life Skills Specialist
Employer/ Agency	Houston Area Community Services
Job Description	<p>Overview: The Case Manager/Life Skills Specialist position is responsible for providing services and information to program participants that will promote an increase in job-related skills and income. This position also provides case management services to housing program participants to assist in acquiring and maintaining stable housing.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Accepts Coordinated Access System referrals as assigned and follows established protocols to enroll clients into housing programs.• Assesses participants' eligibility and program appropriateness; obtains required documentation needed for program eligibility.• Assists participants to secure appropriate housing based on household size, composition, geographic preference and other participant determinants.• Develops and maintains good working relationships with local property owners and/or management designees.• Assists clients with the housing search and rental application process, and the understanding of Fair Housing laws.• Determines rent subsidy amounts based on federal guidelines.• Provides information and education on tenant rights and responsibilities.• Secures all documentation (e.g., W-9 forms, signed lease agreements, identification paperwork, etc.) needed to satisfy hard-copy file requirements.• Performs Housing Quality Standards (HQS) inspections prior to move-in and as scheduled annually.• Provides case management services through on-site visits, phone consultations, and home visits.• Responsible for all data management requirements established for the Homeless Management Information System (HMIS). Enters complete and accurate client information into the electronic file system as per established protocols.• Maintains complete, accurate, and up-to-date participant hard-copy files.• Develops, in conjunction with client input, individualized service plans that at minimum address residential stability, income, education, and health-related goals.• Demonstrates a working knowledge of community resources and

	<p>facilitates linkages to needed services for program participants.</p> <ul style="list-style-type: none"> • Prepares and submits check requests for monthly rent/utility assistance in a timely manner. • Provides specialized services to program participants interested in, and seeking gainful employment. • Conducts job development functions and keeps apprised of employment opportunities and job fairs in the community. • Facilitates individual and small group sessions on life skills subjects (e.g., job readiness, budgeting and money management, nutrition, etc.). • Uses objectivity and self-discipline to avoid emotional involvement in situations that may be highly charged. • Other duties as assigned.
Qualifications	<p>Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in social work or a closely related field required. • A minimum of 1 year of employment services related experience desired. • 2 years of recent housing experience with local, state and/or federal programs preferred. • 2 years experience working with persons with mental health and/or drug abuse challenges preferred. • Bilingual (English/Spanish) desired. <p>Continuing Education and Training Requirements: Participates in trainings required by the agency, funding source(s), and/or as required by licensure if applicable.</p>
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services
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@hacstxs.org
Application Method	Apply online at www.hacstxs.org Click "join our team"
Opening Date	Immediate

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