

Job Title	TBRA Case Manager
Employer/ Agency	Houston Area Community Services
Job Description	<p>Overview: Provides clients receiving tenant based rental assistance (TBRA) with case management and supportive services in order to maintain housing and avoid the reoccurrence of homelessness.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • 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 facilitates linkages to needed services for program participants. • Prepares and submits check requests for monthly rent/utility assistance in a timely manner. • 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 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 experience working clients with HIV/AIDS preferred ▪ Bilingual (English/Spanish) desired. <p>Continuing Education and Training Requirements:</p> <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	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
Telephone Number	
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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