

Job Title	Housing Specialist
Employer/ Agency	Avenue 360 Health & Wellness
Job Description	<ul style="list-style-type: none"> • Schedules housing interviews with clients. • Completes screening and eligibility for STRMU housing clients. • Assists STRMU clients with the 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.
Qualifications	<p>EDUCATIONAL REQUIREMENTS Bachelor's degree in social science or equivalent experience.</p> <p>EXPERIENCE/SKILL REQUIREMENTS</p> <ul style="list-style-type: none"> • 3-5 years social service experience. • Experienced in Microsoft Office specifically Excel and Outlook.

Salary/Hours	Full Time, DOE
Employer/Agency	Avenue 360 Health & Wellness
Address	2150 W. 18th Street Houston, Texas
Application Method	Apply online at https://avenue360.org/job/housing-specialist-strmu/
Opening Date	Immediately

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