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| <b>Job Title</b>        | I-Care Housing Case Manager North/Northeast Houston  |
| <b>Employer/ Agency</b> | Houston Area Community Services  |
| <b>Job Description</b>  | <p><b>Overview:</b><br/>Assists chronically homeless program participants to acquire and maintain stable housing and avoid becoming homeless again. Working as a member of an interdisciplinary team, provides intensive case management and crisis intervention. Assists participants to obtain mainstream benefits and adequate and appropriate physical and behavioral health care. With stabilization of medical and behavioral health conditions, seeks to assist participant to remain stably housed through decreased use of public crisis services and avoidance of incarceration and/or eviction. This position is located at the apartment complex in which participants reside.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Collaborates with the Coordinated Access System by being responsive to and seeking to house referrals.</li> <li>- Understands and uses Housing First as the model for service provision.</li> <li>- Assesses participants' eligibility and program appropriateness; obtains required documentation for program eligibility.</li> <li>- Works with the Houston Housing Authority and the nonprofit housing developer/provider to assess eligibility for and secure housing in one of two SRO apartment complexes used by the program.</li> <li>- Assists applicants with the rental application process; helps participants make informed decisions.</li> <li>- Assists participants to understand the landlord/tenant relationship and become good leaseholders.</li> <li>- Develops and maintains good working relationships with property managers and other property staff.</li> <li>- Responds to and helps resolve crises situations with equanimity.</li> <li>- Seeks to assist participants to maintain permanent supportive housing.</li> <li>- Maintains current information about consumers' benefits; refers those without benefits to the program disability specialist for assistance in seeking and securing mainstream benefits for which they are eligible.</li> <li>- Assists participants to meet physical health, behavioral health and life skills needs through referral to in-house services, including the program clinician, program nurse, medical clinic and recreation specialist.</li> <li>- Works collaboratively and cooperatively with public emergency services providers to assure the safety and well-being of participants.</li> <li>- Assists participants with personal needs which may include</li> </ul> |

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|                           | <p>acquisition of food and clothing, maintenance of personal hygiene and apartment cleanliness, and acquisition/use of appropriate communication skills including negotiation and anger management.</p> <ul style="list-style-type: none"> <li>- Encourages participants to investigate and develop interests and opportunities to fill nonproductive time through engagement in activities coordinated by the recreation specialist.</li> <li>- Assumes responsibility for data management and reporting; enters complete and accurate data into HMIS and other appropriate databases in a timely manner.</li> </ul> |
| <b>Qualifications</b>     | <p><b>Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements:</b></p> <ul style="list-style-type: none"> <li>- Bachelor's Degree in social services required</li> <li>- 2 years of experience working with persons with mental health and/or drug abuse challenges preferred.</li> <li>- 1 year of in-depth experience working with homeless persons</li> <li>- Preferred: Bilingual (English/Spanish).</li> </ul>  |
| <b>Salary/Hours</b>       | DOE   |
| <b>Employer/Agency</b>    | Houston Area Community Services   |
| <b>Address</b>            | 2150 W. 18 <sup>th</sup> St., Suite 300   |
| <b>City, State, Zip</b>   | Houston, TX 77008   |
| <b>Contact Person</b>     | Christopher Cole  |
| <b>Contact Title</b>      | H. R. Manager   |
| <b>Telephone Number</b>   |   |
| <b>Fax Number</b>         | 713-979-3651  |
| <b>Email Address</b>      | <a href="mailto:ccole@hacstxs.org">ccole@hacstxs.org</a>  |
| <b>Application Method</b> | Apply online at <a href="http://www.hacstxs.org">www.hacstxs.org</a><br>Click "join our team"   |
| <b>Opening Date</b>       | Immediate   |

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