

<b>Job Title</b>	CoC Housing Case Manager/Employment Skills Specialist
<b>Employer/ Agency</b>	Houston Area Community Services
<b>Job Description</b>	<p><b>Overview: Overview:</b> The CoC Housing Case Manager/Employment Skills Specialist position is responsible for providing case management services to housing program participants to assist in acquiring and maintaining stable housing. The case manager also assists case managers of participants to be aware of employment opportunities and job fairs.</p> <p><b>Duties and Responsibilities:</b> <u>Case Management</u></p> <ul style="list-style-type: none"> <li>• Provides information and referral to callers or walk-ins seeking housing assistance, as assigned</li> <li>• Assesses participants' eligibility and program appropriateness; obtains required documentation for program eligibility.</li> <li>• Assists participants to secure appropriate housing based upon household size, composition, geographic preference and other participant determinants.</li> <li>• Assists with the rental application process; helps participants make informed decisions.</li> <li>• Seeks to assist participants to maintain long-term housing.</li> <li>• Completes accurate and timely Housing Quality Standards inspections.</li> <li>• Assists participants to understand the landlord/tenant relationship and become good leaseholders.</li> <li>• Assists participants to understand their fair housing rights.</li> <li>• Maintains current information about consumers' benefits (basic income and medical information) to insure that the subsidy amount is accurate with regard to income.</li> <li>• Assists participants to seek and secure mainstream benefits for which they are eligible.</li> <li>• Assists participants to meet physical health and behavioral health needs through referral to in-house services and external resources.</li> <li>• Assists participants to seek employment, disability benefits, and/or education as necessary.</li> <li>• Secures W-9s, lease agreements and utility bills for all leased units.</li> <li>• Prepares and submits check requests for monthly rent/utility assistance in a timely manner.</li> <li>• Provides outreach to landlords and participants to market the Permanent Supportive Housing program.</li> <li>• Develops and maintains good working relationships with property managers.</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> <li>• Maintains complete and accurate participant charts with current case notes and financial documentation.</li> <li>• Exhibits and maintains up-to-date knowledge about community resources; makes referrals to the appropriate community resources.</li> <li>• Uses objectivity and self-discipline to avoid emotional involvement in situations that may be highly charged.</li> <li>• Provides services through face-to-face and phone consultations; conducts</li> </ul>

	<p>home visits at least once a month.</p> <p><b><u>Employment Skills</u></b></p> <ul style="list-style-type: none"> <li>• Keeps apprised of employment opportunities and job fairs in the community.</li> <li>• On a routine basis, provides written employment and job fair information for case managers to assist their clients in seeking and securing jobs.</li> <li>• Serves as an in-house resource to case managers regarding client development and use of job-seeking skills.</li> <li>• Becomes knowledgeable and serves as a resource for case managers regarding employers who will work with persons with difficult employment and criminal background histories.</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in social work or a closely related field required; Master’s Degree preferred.</li> <li>• A minimum of 1 year of employment services related experience required.</li> <li>• 2 years of recent housing experience with local, state and/or federal programs preferred.</li> <li>• 2 years experience working with persons with mental health and/or drug abuse challenges preferred.</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>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> Click “join our team”
<b>Opening Date</b>	Immediate

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