<table>
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<tr>
<th><strong>Job Title</strong></th>
<th>Housing Case Manager</th>
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<tr>
<td><strong>Employer/ Agency</strong></td>
<td>FUNDACION LATINOAMERICANA DE ACCION SOCIAL, INC. (FLAS)</td>
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| **Job Description** | The HOPWA Case Manager provides case management services to individuals and families living with HIV/AIDS in the Houston MSA, assisting participants in securing permanent housing, and provides referrals for supportive services to community partners, all with the intent of maximizing self-sufficiency and housing stability. In addition, the HOPWA Case Manager provides support in building life skills and attaining short- and long-term housing goals. Duties and Responsibilities:  
• Sustains and manages a case load that is consistent with the annual contractual obligation of the program.  
• Provides assessment and develops service plan together with the client that is comprehensive in nature and addresses all major life areas (psychosocial, medical, financial, etc.), and which can identify barriers to obtaining permanent housing, employment and/or self-sufficiency.  
• Implements a case management process that includes intake, needs assessment, development of individual/family service plan, implementation of plan and coordination of services, monitoring of individual/family service plan, update/revise individual/family plan, follow proper discharge and closure procedures due to consumer request, agency termination or consumer death.  
• Determines clients’ eligibility and ensures rent reasonableness as well as program compliance requirements are met.  
• Refers clients to the appropriate services based on their needs.  
• Responsible for developing an efficient plan to succeed in helping clients obtain and secure affordable, stable housing.  
• Case manager guarantees a consumer’s right to privacy, confidentiality, adhering to HIPAA guidelines, self-determination, non-discrimination, compassionate and non-judgmental care, dignity and respect, and quality case management services.  
• Develops and maintains professional relationship with clients, ensuring boundaries are upheld.  
• Conducts off-site and home visits as needed.  
• Responsible for all data collection, data entry and timely submission of reports and programs evaluations, including the Homeless Management Information System (HMIS) and FLAS data systems.  
• Participates in health fairs targeted to HIV+ individuals and families, community events, and other community outreach related activities as assigned.  
• Coordinates and/or facilitates educational workshops on topics such as financial management, landlord/tenant rights responsibilities, nutrition, medical care, entitlement benefits and related topics as needed.  
• Attends professional meetings, educational conferences, and in-service trainings to maintain and improve professional competence.  
• Participates in community/public events sponsored by FLAS.  
| **Qualifications** | • Minimum: High School Diploma  
• Preferred: Associate degree in human services, or a related field, with 2 years of experience in the non-profit sector. |
• Knowledge of the psychosocial issues impacting HIV positive population.

• Knowledge of legal and ethical issues related to participants’ rights, including privacy.

• Excellent written and oral communications skills including public speaking and written reporting, preferred English/Spanish.

• Strong computer skills including experience with MS Office applications, using the Internet and database management.

**Address (mailing)**
Fundacion Latinoamericana De Accion Social, Inc. (FLAS)
Attention: Ms. Elia Chino, Executive Director
6666 Harwin Drive, Suite #370
Houston, Texas 77036

**Contact Person**
Ms. Elia Chino, Executive Director

**Telephone Number**
713-772-2366

**Email Address**
echino@flasinc.org

**Application Method**
Employment Application Form can be requested at: echino@flasinc.org
Please include the Job Posting Number (2023-05) when submitting your completed Employment Application. Resumes will not be accepted in lieu of FLAS’ Employment Application Form. You may submit your complete original application by mailing, scanning and emailing your information to address listed

**Opening Date**
Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.