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| <b>Job Title</b>        | Housing Case Manager Specialist   |
| <b>Employer/ Agency</b> | The Salvation Army of Greater Houston, SS Department  |
| <b>Job Description</b>  | <ul style="list-style-type: none"> <li>• Provides comprehensive, long-term, structured, complex, case management services as well as referrals for professional assistance for clients experiencing housing instability and/or homelessness.</li> <li>• Works in teams and triages client cases based upon the most urgent need.</li> <li>• Develops comprehensive recovery action plans for assigned clients to recover permanent housing; provides assistance in obtaining and maintaining self-sustaining sources of income, benefits, and other economic supports as well as professional resources that provide assistance in enhancing clients' psychosocial well-being.</li> <li>• Serves as the primary representative/advocate for assigned clients across all agencies serving as a central-point-of-contact regarding the needs and progress of assigned clients. Supervises and reports progress to Social Services Manager.</li> <li>• Develop trainings and workshops for clients and the organization's staff, including tenant rights and responsibilities, housing discrimination, household budgeting, communicating with landlords and others.</li> <li>• Maintain documentation of trainings, budgets, housing contacts and other pertinent information in accordance with agency and best standard practice.</li> <li>• Assist in the establishment of linkages with community resources.</li> <li>• Function as a contributing member of a multidisciplinary team with the organization's employees, staff, volunteers and community agencies.</li> <li>• Audits files every 3-6 months, using a random sample; prepares reports to Social Service Manager indicating results of audits.</li> </ul> |
| <b>Qualifications</b>   | <ul style="list-style-type: none"> <li>• Minimum Bachelor's Degree.</li> <li>• Experience preferred in grants and housing.</li> <li>• Texas Driver's License</li> </ul>   |
| <b>Salary/Hours</b>     | \$42,000/year<br>40 hours/week  |
| <b>Employer/Agency</b>  | The Salvation Army of Greater Houston<br>Social Services Department   |

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| <b>Address</b>            | 1500 Austin St                       |
| <b>City, State, Zip</b>   | Houston, Texas 77002                 |
| <b>Contact Person</b>     | Rafael Sarango                       |
| <b>Contact Title</b>      | Housing Programs Manager             |
| <b>Telephone Number</b>   | 713.658.9205                         |
| <b>Fax Number</b>         | 713.658.9219                         |
| <b>Email Address</b>      | Rafael.sarango@uss.salvationarmy.org |
| <b>Application Method</b> | Email Updated Resume                 |
| <b>Opening Date</b>       | Immediate                            |

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