University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title:    Transition to Living in the Community (TLC) Relocation Housing Specialist (TRH Specialist)

Employer/Agency:    Houston Center for Independent Living

Job Description:    Provide required service assistance in relocation services to nursing home residents who are transitioning to community-based living arrangements by preparing applications for Transition to Living in the Community (TLC) grant funds, arranging or providing for necessary purchases to establish the new home and through other forms of required direct or indirect support using best business practices. Identify affordable and accessible housing for consumers and the appropriate usage of any available housing voucher programs for people with disabilities. Maintain Housing resource database and binder of Apartments, Senior Living, and Assisted Living Facilities in Region 6.

Qualifications:    Understands and subscribes to the philosophy and values of independent living and community integration. Ability to perform basic mathematical calculations with ten key calculator skills. Skill in the utilization of software pages of Microsoft Office to include, MS Word, Access and Excel, and other agency supported software used in a windows environment. Ability to maintain accurate files. Ability to interpret policies and procedures. Ability to make decisions and problem solve. Skill in applying purchasing practices and procedures. Knowledge of budget planning and monitoring procedures. Ability to maintain confidentiality. Ability to crawl, stoop, lift, bend and push. Knowledge of office management and business communications to include but not limited to modems, fax, CD-ROM, e-mail, printers, access data base, and spreadsheets. Ability to travel independently and make necessary purchases. Ability to work as a team member. Ability to work under pressure. Ability to meet all required deadlines of agency and funding source.

Education and Training Requirements:
Minimum: Graduation from high school with three (5) years related work experience.*
Preferred: College degree with three (3) years or thirty (30) semester hours with related course work from an accredited college or university may be substituted for a year of required work experience. Criminal background checks are mandatory and done annually.

*Work related experience is defined as job duties that include: purchasing, secretarial training, budget practices, use of computers and knowledge of
Microsoft Windows based applications. There must be evidence on the application of experience in these areas.

Salary/Hours: $2,166.67 per month plus benefits

Employer/Agency: Houston Center for Independent Living
Address: 6201 Bonhomme Road, Suite 150
City, State, Zip: Houston, TX 77036

Application Method: Forward resume and cover letter to:
Human Resources
Houston Center for Independent Living at
Fax: 713.974.6927
E-mail: humanresources@cbfl.cc

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you