

Date Posted: 2/20/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: HPRP Caseworker

Employer/ Agency: Interfaith Caring Ministries

Job Description:

1. Provide information on the HPRP Program to families referred.
2. Interview clients and gather data to determine eligibility status of families referred to the HPRP Program and the appropriateness of serving the referred families with HPRP funds, including determining whether or not the potential participant would be homeless except for the assistance provided by HPRP.
3. Determine the amount of assistance to be provided.
4. Work with families to meet their housing needs and help them to obtain housing stability.
5. Develop an individualized housing service plan, including a path to permanent housing stability subsequent to HPRP financial assistance. The plan should include short and long term goals and conditions that must be met in order for future assistance to be provided.
6. Coordinate client referrals, services and linkages to resources provided by Interfaith Caring Ministries and resources provided by outside contractors, collaborating partners and others for participants and their children. These may include but are not limited to basic needs assistance (food, clothing) (not funded by HPRP funds), employment services (not funded by HPRP funds), legal assistance to remain in their homes, financial literacy (budgeting, credit counseling), housing search and placement, etc.
7. Serve as a liaison for referral agencies.
8. Assist clients in enrolling for public benefits.
9. Advocate on behalf of clients to access appropriate services.

10. Maintain contact with client to monitor progress.
11. Follow up with client family 3 months after the client exits from the program.
12. Maintain records, files, expenditures, progress and attendance on participants.
13. Maintain the confidentiality of records pertaining to any individual provided with assistance and ensure that the address or location of any assisted housing is not made public.
14. Other duties may be assigned as they pertain to the HPRP Program.

Qualifications:

EXPERIENCE: Minimum of 3 years of experience providing case management to homeless persons and/or persons at risk of becoming homeless. Experience with government funded housing programs is a plus. Experience with non profit/government accounting preferred.

EDUCATION: Minimum of a Bachelor's degree.

REQUIRED SKILLS: Excellent written and oral communication skills, Effectiveness in motivating people to accomplish a goal or task, Self starter, Excellent computer and reporting skills

Salary/Hours:	Full Time
Employer/ Agency:	Interfaith Caring Ministries
Address:	151 Park Ave
City, State, Zip:	League City, TX 77573
Contact Person:	Kristin Meyer
Email:	kmeyer@acamweb.org
Application Method:	Send Resume to above contact
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 mawjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you