

<b>Job Title</b>	CoC Disability Specialist
<b>Employer/ Agency</b>	Houston Area Community Services, Inc.
<b>Job Description</b>	Works in Federally Qualified Healthcare Center. As part of a homeless outreach team, works to assure that unsheltered homeless persons gain access to available shelter/housing and other resources and services. Assists chronically homeless persons with disabling conditions to apply for disability benefits. This position will require a flexible schedule and the ability to work two evenings a week.
<b>Qualifications</b>	Bachelor's Degree in social services required. Must have a demonstrated history of success in securing SSI and SSDI benefits for beneficiaries. Prefer previous homeless outreach experience. Preferred: Bilingual (English/Spanish).
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Houston Area Community Services, Inc.
<b>Address</b>	2150 West 18 <sup>th</sup> Street, Suite 300
<b>City, State, Zip</b>	Houston, TX 77008
<b>Contact Person</b>	Andrea Richards
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	713-979-3651
<b>Email Address</b>	<a href="mailto:arichards@hacstxs.org">arichards@hacstxs.org</a>
<b>Application Method</b>	<p>Employment Application Forms can be obtained from our website or HACS' Administration Office. Please include the Job Posting Number listed above when submitting your completed Employment Application. Also complete a background check form, education verification forms, professional reference check forms, and employment verification forms, which, are also on our website. Resumes are required but will not be accepted in lieu of HACS' Employment Application Form. You may submit your completed application and other required forms by faxing, scanning and e-mailing, mailing, or delivering your information to:</p> <p>Houston Area Community Services, Inc. Attn: Andrea Richards, Human Resources Manager 2150 West 18th Street, Suite 300 Houston, TX 77008 For more information email <a href="mailto:arichards@hacstxs.org">arichards@hacstxs.org</a> No phone calls please. Website: <a href="http://www.hacstxs.org">www.hacstxs.org</a> Fax: 713-979-3651</p>
<b>Opening Date</b>	Immediately

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