



# EMPLOYMENT OPPORTUNITIES

## Housing Specialist - TBRA POSTING Number: 2014-23

**To Apply:** Submit Resumes along with the HACS' Employment Application Form. 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. Candidates selected for interviews **must complete** a background check form, education verification forms, professional reference check forms, and employment verification forms, which, are also on our website. All forms may be submitted by faxing, scanning and e-mailing, mailing, or delivering your information to:

Houston Area Community Services, Inc.  
Attn: Christopher Cole, HR Manager  
2150 West 18<sup>th</sup> Street, Suite 300  
Houston, TX 77008  
For more information email [ccole@hacstxs.org](mailto:ccole@hacstxs.org) No phone calls please.  
Website: [www.hacstxs.org](http://www.hacstxs.org) Fax: 713-979-3651

<b>To ensure consideration, return an Employment Application by UNTIL FILLED</b>	Supervisor: Eva Vasquez, Manager of HOPWA Housing Services Address of Opportunity(ies): 2150 West 18 <sup>th</sup> St, Suite 300, Houston, Texas 77008 Number of Opportunity(ies): 1
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**Job Functions:**

Works in Federally Qualified Healthcare Center. Provides TBRA clients with assistance in maintaining housing in order to avoid homelessness. Also provides information and referrals to clients and/or caregivers regarding housing options, rights and programs within the Houston EMA.

- Assists clients to meet behavioral health and life skills needs through referral to in-house services.
- Seeks to assist clients to maintain long-term housing.
- Collaborates with housing fiscal staff to assure that all required income and financial assistance documentation is secured and assistance is provided in a timely manner.
- Provide outreach to landlords and clients to market the Permanent Supportive Housing program.
- Conduct face-to-face housing presentations.
- Contact perspective landlords to schedule showings of rental units.
- Schedule housing interview for consumers.
- Assist with the rental application process; and help clients make informed decisions.
- Responsible for data management and reporting.
- Provides services through face-to-face and phone consultations; conducts home visits at least once a month.
- Maintain current information about consumers' benefits (basic income and medical information) to ensure that the subsidy amount is accurate with regard to consumer's income.
- Other duties as assigned by the Director of Housing Support Services.

**Additional Skills, Abilities & Requirements:**

**Minimum Qualifications:**

- Must have 2 years of college.
- 2 years of recent housing referral experience with local, state and/or federal programs
- 2 years experience working participants with HIV/AIDS preferred

**AN EQUAL OPPORTUNITY EMPLOYER**

- Preferred: Bilingual (English/Spanish).

**Additional Information:**

Participates in trainings required by the funding source and/or required by licensure.

HACS, a Joint Commission accredited healthcare organization, offers a very competitive compensation package including medical/dental insurance, vision coverage, and paid time off. Short-term, long-term disability and paid holidays are also part of our benefits.