

Date Posted: 12/21/12

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

JOB OPPORTUNITY POSTING

Job Title: Director of Housing Support Services

Employer/Agency: HACS

Job Description: The Director of Housing Support Services provides administrative and programmatic support to the Chief of Housing Services by coordinating and supervising core housing-related service functions. The Director of Housing Support Services also provides direct services to clients as needed.

Qualifications: Bachelors Degree in Social Work, Social Services or related field. Masters Degree preferred. At least two (2) years of practical work experience, including management experience. Prefer supervisory experience. Knowledge and experience with homeless services and permanent supportive and transitional housing preferred. Strong writing, problem solving, organizational and interpersonal skills. Must be detail-oriented and an effective communicator to diverse audiences. Demonstrate computer literacy in Microsoft Office. Experience with HUD ESnap/PowerSource preferred.

Salary/Hours: DOE

Employer/Agency: Houston Area Community Services, Inc.
City, State, Zip: Houston, TX

Application Method: 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: Houston Area Community Services, Inc.
Attn: Andrea Richards, Human Resources Manager
2150 West 18th Street, Suite 300
Houston, TX 77008
For more information email arichards@hacstxs.org No phone calls please.
Website: www.hacstxs.org Fax: 713-979-3651

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@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you