

Job Title	STRMU Housing Specialist
Employer/ Agency	Houston Areas Community Services
Job Description	<p>Provides PLWH clients with assistance in maintaining housing in order to avoid homelessness and/or at risk for homelessness.</p> <ul style="list-style-type: none"> •Schedules housing interviews with clients •Completes screening and eligibility for STRMU housing clients •Assists STRMU clients with development of housing plan •Seeks to assist clients to maintain long-term housing through referrals for additional social service assistance •Discusses tenant rights and responsibilities •Helps clients make informed decisions •Reassess client monthly for no more than 21 weeks eligibility •Completes and submits pledges for client utility payments •Secures and updates W-9 forms, insuring accuracy of data in client files •Develops check requests and mails rent/utility checks to vendor •Assists with accounts payable STRMU check printing •Completes check traces as required •Maintains current information about clients cash benefits •Contacts landlords and utility providers, re: leases, contracts, payments and disputes •Enters appropriate data and appointments into HMIS and PowerSource databases •Maintains Excel databases of financial information within established time frame •Produce and assist with monthly reports •Responds to STRMU inquiries for assistance •Other duties as assigned
Qualifications	<ul style="list-style-type: none"> -Must have BS with 3-5 years comparable experience. -Team player -Interest in and ability to work with clients and reports -Self-starter -Effective communication skills -Detail-oriented
Salary/Hours	DOE
Employer/Agency	HACS
Address	2150 West 18 th St. Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Christopher Cole
Contact Title	Human Resources Manager
Telephone Number	713.979.3651
Application Method	Apply online at http://www.hacstxs.org/operations.html
Opening Date	Immediate

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