

Date Posted: 10/23/12

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

JOB OPPORTUNITY POSTING

Job Title: Housing Specialist

Employer/Agency: HACS

Job Description: Provides clients with assistance in maintaining housing to avoid homelessness and/or at risk for homelessness. Also provides information and referrals to clients and/or caregiver(s) regarding housing options, rights and programs within the Houston EMA. Maintains a regular and predictable work schedule. Communicates with others (internally and externally) to provide, exchange, or verify information, answer questions, and address housing issues of clients. Establishes, coordinates, and develops housing assistance resources for eligible individuals including conducting preliminary research and making expenditures necessary to determine the feasibility of housing-related initiatives. Maintains a "housing guide" and makes it available to PLWHs and /or their caregivers. Will serve as a "hot-line" for clients, service providers and other stakeholders regarding housing to establish relationships with housing businesses, such as; apartment complexes and/or local/federal subsidy programs to secure additional housing "slots" for program participation. Assists and monitors the client on financial assistance programs. Familiarity with HIV/AIDS and community resources. Objectivity and self-discipline to avoid emotional involvement in situations, that are, frequently emotional and high-charged. Works in conjunction with the client(s), their caregiver(s), and/or case manager(s) to explore housing options or concerns. Make referrals, not pertaining to housing, to the appropriate community resources. Documentation of services provided in client record and funder databases.

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 with HIV/AIDS client and persons with mental illness and/or substance abuse history.
Preferred: Bilingual (English/Spanish).

Salary/Hours: DOE

Employer/Agency: HACS
Address: 2150 West 18th Street, Suite 300
City, State, Zip: Houston, TX 77008

Contact Person: Andrea Richards
Email Address: arichards@hacstxs.org

Application Method: Employment Application Forms can be obtained **here**
http://Hacstxs.org/objects/2012-23_Housing_Specialist.pdf
or HACS' Administration Office.

Job Posting Number: 2012-23

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 mjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you