

Job Title	Homeless Prevention Case Manager
Employer/ Agency	Humble Area Assistance Ministries
Job Description	The Homeless Prevention Case Manager will be responsible for case management as it relates to the agency's homeless prevention programs funded through ESG, United Way-Basic Needs and other sources. Responsibilities include 1. Providing information on the ESG Program to families referred. 2. Interviewing clients and gather data to determine eligibility status of families referred to the ESG Program and the appropriateness of serving the referred families with ESG funds, including determining whether or not the potential participant would be homeless except for the assistance provided by ESG. 3. Determining the amount of assistance to be provided. 4. Working with families to meet their housing needs and help them to obtain housing stability. This may include identifying appropriate housing options for clients. 5. Developing an individualized housing service plan, including a path to permanent housing stability subsequent to ESG financial assistance. The plan should include short- and long-term goals and conditions that must be met in order for future assistance to be provided. 6. Coordinating client referrals, services and linkages to resources provided by HAAM and resources provided by outside contractors, collaborating partners and others for participants and their children. The Homelessness Prevention Case Manager will also provide assistance with other activities of the Client Services department.
Qualifications	Experience: Minimum of 2 years of experience providing case management to homeless persons and/or persons at risk of becoming homeless. Education: Bachelor's degree in Social Work or social science related field required. Bi-lingual (Spanish) preferred. Willingness to work flexible schedule (which may include evenings and weekends). Potential for four-day work week, Monday-Thursday.
Salary/Hours	Salary is dependent upon experience.
Employer/Agency	Humble Area Assistance Ministries
Address	1302 First Street
City, State, Zip	Humble, TX 77338
Contact Person	Tiffany Wyatt
Contact Title	Development Director
Telephone Number	281-446-3663
Fax Number	281-446-2601
Email Address	twyatt@haaministries.org
Application Method	Email Tiffany Wyatt at twyatt@haaministries.org
Opening Date	Immediately

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