

Job Title	CoC Disability Specialist
Employer/ Agency	Houston Area Community Services, Inc.
Job Description	Works in Federally Qualified Healthcare Center. As part of a homeless outreach team, works to assure that unsheltered homeless persons gain access to available shelter/housing and other resources and services. Assists chronically homeless persons with disabling conditions to apply for disability benefits. This position will require a flexible schedule and the ability to work two evenings a week.
Qualifications	Bachelor's Degree in social services required. Must have a demonstrated history of success in securing SSI and SSDI benefits for beneficiaries. Prefer previous homeless outreach experience. Preferred: Bilingual (English/Spanish).
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services, Inc.
Address	2150 West 18 th Street, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Andrea Richards
Contact Title	Human Resources Manager
Telephone Number	No Phone Calls Please
Fax Number	713-979-3651
Email Address	arichards@hacstxs.org
Application Method	<p>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:</p> <p>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</p>
Opening Date	Immediately

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