

<b>Job Title</b>	CoC Housing Case Manager
<b>Employer/ Agency</b>	Houston Area Community Services, Inc.
<b>Job Description</b>	Provides program participants with assistance in acquiring and maintaining stable housing and avoid homelessness. Also provides case management to assist participants to obtain mainstream benefits, increased income or employment, education, and adequate and appropriate physical and behavioral health care.
<b>Qualifications</b>	Bachelor's Degree in social services required; Master's Degree preferred. 2 years of recent housing experience with local, state and/or federal programs 2 years experience working with persons with mental health and/or drug abuse challenges preferred. Preferred: Bilingual (English/Spanish).
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Houston Area Community Services, Inc.
<b>Address</b>	2150 West 18 <sup>th</sup> Street, Suite 300
<b>City, State, Zip</b>	Houston, TX 77008
<b>Contact Person</b>	Andrea Richards
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	713-979-3651
<b>Email Address</b>	<a href="mailto:arichards@hacstxs.org">arichards@hacstxs.org</a>
<b>Application Method</b>	<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 <a href="mailto:arichards@hacstxs.org">arichards@hacstxs.org</a> No phone calls please. Website: <a href="http://www.hacstxs.org">www.hacstxs.org</a> Fax: 713-979-3651</p>
<b>Opening Date</b>	Immediately

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