



EMPLOYMENT OPPORTUNITIES

HOUSING SPECIALIST POSTING Number: 2012-02

To Apply: 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. **Resumes will not be accepted in lieu of HACS' Employment Application Form.** You may submit your completed original application by mailing, faxing, or scanning and emailing your information to:

Houston Area Community Services, Inc.
Attn: Nathan Maxey, MPA
2150 West 18th Street, Suite 300
Houston, TX 77008
For more information email nmaxey@hacstxs.org No phone calls please.
Website: www.hacstxs.org Fax: 713-526-1422

To ensure consideration, return an Employment Application by UNTIL FILLED	Supervisor: Fred Reninger, Director of Housing Address of Opportunity(ies): 2150 West 18 th St, Suite 300, Houston, Texas 77008 Number of Opportunity(ies): 3
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Job Functions: 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.

Minimum 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.

AN EQUAL OPPORTUNITY EMPLOYER

Preferred: Bilingual (English/Spanish).

**Additional
Information:**

Participates in trainings required by the funding source and/or required by licensure.

HACS, a Joint Commission accredited healthcare organization, offers a very competitive compensation package including medical/dental insurance, vision coverage, and paid time off. Short-term, long-term disability and paid holidays are also part of our benefits.