

Date Posted: 10/22/09

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

**JOB OPPORTUNITY POSTING**

**Job Title:** HPRP Case Manager

**Employer/ Agency:** Wesley Community Center

**Job Description:**

1. Provide information on the HPRP Program to referred households
2. Interview clients and gather data to determine eligibility status of households referred to HPRP Program and the appropriateness of serving the households with HPRP funds, determining if the potential participant would be homeless except for assistance provided by HPRP.
3. Determine the amount of assistance to be provided.
4. Work with the households to meet their housing needs and obtain their housing stability.
5. Develop the households with IHP that will include a path to permanent housing stability subsequent to HPRP financial assistance. The plan will also include short and long term goals and conditions that must be met in order for future assistance to be provided.
6. Coordinate client referrals, services and linkages to resources provided by Wesley Community Center, the other participants for households and their children. These may include, but are not limited to, basic needs assistance (food, clothing) and employment services not funded by HPRP funds; legal assistance to remain in their homes, financial literacy (budgeting, credit counseling), housing search and placement, etc.
7. Serve as a liaison for referral agencies.
8. Assist clients in enrolling for public benefits.
9. Advocate on behalf of clients to access appropriate services.
10. Maintain contact with clients to monitor progress.
11. Follow up with clients 3 months after the client exists from the program.
12. Maintain records, files, expenditures, progress, and attendance of clients.
13. Maintain the confidentiality of records pertaining to any individual provided with assistance and ensure that the address or location of any assisted housing is not made public.
14. Other duties may be assigned that pertain to the HPRP Program.

**Qualifications:** A Bachelor's Degree in Social Work / Human Services

Minimum 3 years experience providing case management to homeless persons and/or persons at risk of becoming homeless.

Excellent written and oral communication skills

Excellent skills in using Office Suite computer applications

Effectiveness in motivating people to accomplish a goal or task

Ability to exercise initiative

Bilingual (Spanish) preferred

**Salary/Hours:** Depending on experience

**Employer/ Agency:** Wesley Community Center  
**Address:** 1410 Lee St.  
**City, State, Zip:** Houston. Texas 77009

**Contact Person:** Anna Vidaurri  
**Contact Title:** Director- Community Based Services

**Telephone:** 713.223.8131 Ext. 255

**Fax:**

**Email:** avidaurri@wesleyhousehouston.org

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***