

Harris County Housing Authority

Case Manager



Title Case Manager

Department(s) Housing Choice Voucher Program

Job summary

The position implements the complete leasing cycle under the Housing Authority's Housing Choice Voucher Program. Performs a variety of tasks related to the HCV/Section 8 leasing program.

Summary of essential job functions

- Provide total case management from intake to end of participation in the HCV Program.
- Schedule and conduct interim and annual reexaminations.
- Conduct moving briefings and issue vouchers.
- Generate HAP contracts and track contracts.
- Enforce family obligations, determine recommendations for program terminations
- Maintain files for each participant in their caseload.
- Perform case management administrative duties.
- Return all phone calls and maintain phone log.
- Performs other job-related duties as assigned.

Minimum requirements

High School Diploma or equivalent is required. Experience with HCV/Section 8 or Public Housing, or social service case management is desired. A bachelor degree in social behavior science is preferred. Seven (7) or more years of Customer Service experience is required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

http://www.hchatexas.org/about_careers.html

Equal Employment Opportunity Employer