



# Housing Counseling Services, Inc.

2410 17TH St., N.W. • Suite 100 • Washington, D.C. 20009

202-667-7006 • [housingetc.org](http://housingetc.org)

## EMPLOYMENT ANNOUNCEMENT HCS ERAP CASE MANAGER

**Posting Date: 1/17/2017**

**Salary Range: \$42,000 - \$48,000**

**Open until filled**

Housing Counseling Services (HCS) seeks an energetic self-starter to provide case management services to low income DC residents, conduct eligibility determination activities and provide support and referral services to individuals and families who are currently homeless or who are at-risk of homelessness.

### RESPONSIBILITIES:

- Provide case management services to individuals and families on all housing and social service issues in order to resolve problems and improve their housing/financial situation;
- Determine client eligibility for ERAP
- Communicate with client and case managers regarding status of ERAP applications via written and oral communication
- Complete appropriate comprehensive housing assessments for applicants applying for the Emergency Rental Assistance Program
- Develop housing plans in collaboration with the applicant, identifying specific housing related tasks to be accomplish that support short and long term housing stability;
- Access appropriate support services and programs that will assist the applicant stabilize their housing situation;
- Connect applicants with on-going community based case management services to support long term self-sufficiency;
- Advocate on the behalf of applicants with landlords, social service agencies, etc.;
- Conduct follow-up with applicants to ensure their housing situation remains stable and to assess for additional service needs;
- Provide accurate and complete monthly reports detailing service activities and outcomes;
- Other HCS duties as assigned.

### QUALIFICATIONS

- At least two years of specialized professional experience in case management/social work (MSW with field placements may count towards professional experience.);
- Experience providing supportive services to at-risk populations;
- Experience working with homeless individuals and households experiencing barriers to stable housing;
- Strong oral and written communication skills;
- Ability to respond to multiple emergency needs with patience and diligence;
- Must demonstrate the ability to communicate with variety of professionals including doctors, social workers, attorneys, and real estate professionals as well as low and moderate income families of varying ethnic backgrounds;
- Ability to translate technical information into layman's terms;
- Must demonstrate an ability to work with minimum supervision;
- Must be versatile in order to handle a wide variety of duties;
- Knowledge of confidentiality and ethical issues when working with specific at-risk populations;

HCS is an equal opportunity employer and affirmatively seeks diversity in its workforce. HCS recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital or familiar status, sex, age, sexual orientation, or any other category protected by law.

**Resumes and cover letters should be sent to [employment@housingetc.org](mailto:employment@housingetc.org) . Resumes without cover letters will not be considered.**