

**OPEN  
RECRUITMENT**  
*Job Announcement*



**Position Title:** EHV-Housing Counselor  
**Department:** Special Programs

**SUMMARY:**

**POSITION DESCRIPTION**

Emergency Housing Voucher (EHV) is an intervention designed to help individuals and families with children quickly exit homelessness, return to housing in the community, and to become stably housed. The core components of a EHV program are housing identification, move-in and rent assistance, case management and supportive services necessary to help resolve the underlying circumstances that may have contributed to their homelessness. EHV is designed to provide flexible programming that is dependent upon ongoing case management sessions and participant interaction in order to develop and determine rental assistance payments. Supportive services are provided to help stabilize people once housed, by connecting them to services and supports, if needed. The focus is on helping people navigate barriers that may stand in the way of securing and maintaining housing and should also strive to build a support system by connecting them with people and programs in the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Maintain and execute confidential information according to HIPAA standards
- Communicate effectively with a variety of personalities and be comfortable working with the homeless populations
- Fulfill multiple roles daily working, by coaching two separate caseloads – homeless seeking housing opportunities (housing navigation); and the formerly homeless providing housing stabilization and the case management component
- Identify, locate, and recruit landlords for housing opportunities which will eliminate or lower hurdles for those experiencing homelessness so that they can move from the shelter/ streets into stable housing as quickly as possible
- Collaborate with participants to develop and revise individualized housing stability plans and monitoring progress
- Assist participants to achieve strengths-based/ solution-focused goals and housing stability plans to reduce barriers and promote permanent housing and self-sufficiency
- Maintain accurate data, files, case notes and other materials according to established methods and procedures
- Assess and verify households' need for financial assistance
- Provide financial coaching and education utilizing financial empowerment materials
- Attend regularly scheduled agency wide and team meetings, community meetings and other meetings as assigned. Attend assigned trainings
- Coordinate with a variety of outside service providers to connect participants with available community resources
- Work within agency scheduled hours and will occasionally work outside of normal business hours
- Conduct all functions in accordance with Agency guidelines, policies and procedures
- Performs other related duties as assigned and/or required
- Responsible for processing annual re-examinations and/or re-certifications for housing assistance.





### **Job Competencies:**

- Demonstrate knowledge or experience with case management techniques such as critical time intervention, de-escalation techniques, strategies for harm reduction, crisis intervention, ability to set boundaries, and motivational interviewing
- A high level of tolerance and understanding for individuals with urgent and multiple barriers to self-sufficiency
- Ability to motivate and coach others towards achieving goals
- A general knowledge and understanding of the needs associated with homeless and formerly homeless populations
- Teachable, willing to learn agency culture
- Possess organizational and basic math skills
- Work just as well independently as you do on a team and possess a teachable attitude
- Exercise mature judgement, and are highly motivated, self-starting and proactive
- Are excellent at communicating, whether in writing or verbally
- Have a strong sense of prioritization and can coordinate multiple demands in a high-pressure environment
- Ability to write standardized case notes that are Clear, Concise, Relevant and Useful
- Experience with database management; Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel)

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience:**

- Prefer Bachelor's degree from an accredited College or University majoring in social work or related social service field
- Knowledge of HUD-funded programs and areas related to homelessness
- 2+ years of experience related to providing case management for homelessness populations
- Substance abuse and mental health experience preferred
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the agency's fleet auto insurance.

