

HOUSING AUTHORITY OF THE CITY OF GALVESTON
Position Description

Title: Housing Choice Voucher (HCV) Case Manager
Cutoff: Until Filled

SUMMARY

The HCV Case Manager provides services to low-income families seeking housing subsidies from the Galveston Housing Authority. The Case Manager determines eligibility and suitability using written administrative policies and procedures, client interviews and document verification. The Case Manager conducts eligibility interviews of new applicants and current participants, determines housing assistance payments and tenant rent calculations, and educates and counsels applicants/participants of the Housing Choice Voucher Program. The Case Manager resolves concerns between Property Owners/Landlords, tenants, and the Housing Authority.

MINIMUM QUALIFICATIONS:

Associates in Behavioral Sciences, Social Work or a related field, and two (2) years of case management and HCV FSS Coordinator experience; OR an equivalent combination of education and experience. Ability to obtain HCV Case Manager (Occupancy Specialist) Certification and Family Self-Sufficiency Case Management Certificate within one (1) year of employment.

Interested parties please complete the Job Application located at http://www.ghatx.org/abtus_careers.html and fax the Application and a Resume to 409-765-1908.