

**HARRIS COUNTY HOUSING AUTHORITY  
CASE MANAGER POSITION OPENING**

**DIVISION:** HOUSING CHOICE VOUCHER PROGRAM

**POSITION 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.

**RESPONSIBILITIES**

- 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.

**POSITION 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.

**Submit Resume by April 23, 2010 to:**

Harris County Housing Authority  
8933 Interchange  
Houston, Texas 77054

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