

Announcement Number: PD18-18
Position Title: Resident Counselor III
Division/Department: Resident Services
Location of Job: Kensington

Description:

This position will provide intensive trauma informed case services to residents who are County referred homeless/disabled individuals/families. Case management will provide linkage with available community resources for furnishings, moving costs, security deposits, application fees, etc. Will assist participants with lease arrangements and requirements for lease compliance; perform general unit inspections and develop a service plan based on initial and periodic needs assessment. Liaison with local landlords and various County service providers. Serves as a team member of the Supportive Housing Program and works cooperatively in meeting the unit's goals. This position requires traveling to client's homes to conduct home visits.

Minimum Qualifications:

- Requires a Bachelor's degree in Social Work, Counseling or related field
- Minimum of 3 years experience in case management with low income, culturally diverse adults
- Minimum of 1 year experience working with adults who are homeless
- Minimum of 1 year experience working with adults with mental health disabilities
- Minimum of 1 year experience in the residential leasing or property management industry
- Must have the ability to relate well to people of diverse backgrounds and cultures
- Must have familiarity with age process, elder services, and disability services
- Must have familiarity with eligibility and procedures for federal and state entitlement programs
- Must possess excellent assessment, oral and written communication skills
- Must have the ability to work independently, meet deadlines and exercise good judgment
- Must have good computer skills (Word & Excel)
- Must have working knowledge of community resources
- Must have good driving record, and own transportation is required
- Bi-lingual in Spanish preferred

An equivalent combination of education and experience may be accepted. Low income residents in Montgomery County with the above qualifications are encouraged to apply.

HOC conducts criminal background checks, employment reference checks, and where applicable, reviews driving records in determining suitability for employment. Selected applicants will be required to submit to pre-employment drug and alcohol screening. Employment is contingent upon drug and alcohol test results.

Eligible Applicants: Unlimited
Minimum Starting Salary: \$47,983
Position Number and Grade: RS17, Grade 20
Driver's License: Driver's License required
Financial Disclosure: May Be Required
Posting Date: April 13, 2018
Closing Date: Open Until Filled

To apply, please submit a cover letter and resume or application to the Human Resources Office. Please reference the Position Title and Position Number on your resume and/or cover letter when applying for this position.

PLEASE NOTE: HOC Career and Term employees must submit employment applications within 5 business days of Posting Date in order to receive first consideration.

HOC is an Equal Opportunity Employer.