



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Housing Case Manager

Location: Newport News

Component: Housing

Summary/Objective: Responsible for the development, and implementation of strategies to help targeted populations within the community with housing and community resources.

Qualifications: Bachelor Degree in related field, and bi-lingual a plus. Designation as a Certified Housing Counselor, Designation as a VHDA trainer, and HUD Certification preferred, or required within six months of employment. Two years of program management experience at the supervisory level required. Criminal Record Check, Credit check, and a Virginia driver's license required for employment.

Duties: Assist customers in obtaining Rapid Re-Housing or Permanent Supportive Housing. Maintain listings of available housing and community resources for placement assistance, referral, and guidance for intake clients. Facilitate a minimum of four outreach engagements per month on the following topics: Teen Pregnancy, Credit & Budget Management, Rental and Fair Housing, First-time Homeownership. Provide follow up support as necessary to alleviate homeowner default. Collaborate with economic development, planning, housing authorities, education and social service departments in local jurisdictions to prepare training curriculums, Housing Counseling, and Group Education Services. Manage grant commitments to ensure delivery, financial tracking and reporting, and compliance. Represent the organization in professional, civic, and community groups as requested by the Executive Director.

Salary: Negotiable. Forty (40) hours per week with Benefits

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607.

Closing Date: Applications accepted until filled.