Operation Homefront, a national non-profit organization that provides emergency financial assistance and other assistance to the families of our service members and wounded warriors is sourcing candidates for a Housing Caseworker position in San Antonio, Texas.

Operation Homefront positions are currently being sourced by SeeKing HR. SeeKing HR is a comprehensive human resource consulting firm providing strategic guidance, program management, employee development and employment services to a variety of clients.

The Housing Caseworker manages cases related to the Permanent Housing Program and ensures the goals of the Permanent Housing Program align with Operation Homefront standards through diligent attention to detail and positive communication with clients.

Qualified candidates will have:

- Bachelor’s degree in Social Work or related field; Master’s degree preferred.
- 2 – 3 years’ experience in non-profit organization.
- Familiarity with permanent housing or transitional housing programs.
- Knowledge of military pay systems and pay tables.
- Knowledge of MS Office.
- A valid Class “C” Driver’s License.
- Ability to use a personal vehicle when needed, up to 65% travel.

Typical duties include:

- Reviews applications and supporting documentation to establish initial eligibility for candidates for the permanent housing program.
- Performs background checks and reference checks on all candidates prior to final selection.
- Ensures that all case files are documented in a timely manner and that appropriate documentation is maintained in the case files.
- Responsible for scheduling and managing financial counseling for home recipients.
- Coordinates with local chapters where homes are available to ensure the best pool of applicants for a home.
- Assists the Client Services Representatives in finding necessary resources for the client and aid in property inspections.
- Completes required documentation after a client has been selected for a property to include confidentiality forms, lease documents and other required documents.
- Researches and maintains database of external service organizations and community resources to ensure a thorough integration of all families into their local communities.
- Assists clients in successfully integrating into their respective communities to include helping them access their local VA hospital, employment opportunities, schools, churches, etc. depending on the client’s individual and family needs.
- Corresponds with clients at least monthly to review their progression towards home ownership.
- Maintains confidentiality of client cases and files.
- Responds to and oversees the responses to email and/or phone requests for permanent housing assistance.
- Works with Development and Public Relations to coordinate home giveaway ceremonies.

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day-to-day. The candidate selected for employment will be required to submit to a criminal background check, education verification and drug test.

Interested candidates should submit their resume via our career portal on our website at www.seekinghr.com or contact us directly at (210) 679-4879 with any questions.

Equal Employment Opportunity Employer M/F/D/V