Quincy Community Action Programs, Inc.

Housing Case Manager – Brockton Area

Full Time Position: Responsible for working with homeless families in area motels by providing comprehensive client assessments in order to identify client needs and services for which they are eligible. Assist clients in applying for all types of housing. Refer clients to other programs for which they might be eligible such as food stamps or Head Start. Work with clients to create appropriate plans to exit the motel utilizing all assistance programs for which they are eligible. Associates degree plus 3 years of experience or Bachelor's degree plus 1 year experience. Knowledge of affordable housing resources preferred. Valid driver's license and car required to transport families. Bi-lingual skills a plus

Excellent Benefits
Send Cover letter and resume to:
Quincy Community Action Programs, Inc.
Payroll & Benefits Administrator
1509 Hancock Street
Quincy, MA 02169
Or email jobs@qcap.org

www.qcap.org

QCAP seeks a diverse workforce and is an Equal Opportunity Employer