

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Form 383

Title: Housing Specialist

Division: APAIT

FLSA: Non-Exempt

Supervisor: Housing Program Manager

Pay Range: \$15.38/hr. - \$18.50/hr. (DOE), plus comprehensive benefits

Date: 1/15/19

Summary

Under the supervision of the Housing Program Manager, the Housing Specialist will provide housing support services to people living with HIV/AIDS. Housing support services will include researching affordable housing resources, providing referrals and resources, coordinating referrals, maintaining case notes and conducting follow-up; performing related administrative tasks; and managing local affordable housing resources information. This is a full-time position requiring flexible hours including evenings, weekends, and some holidays.

Essential Functions

1. Assist clients with applications for housing related services, short-term housing assistance, and permanent housing placement.
2. Provide information and referrals regarding program and services available to people living with HIV/AIDS.
3. Determine eligibility, calculate income allowances, assets, and rent and perform data entry and/or continued eligibility.
4. Develop relationships with other community agencies in order to facilitate an effective referral system.
5. Remain familiar with current U.S. Department of Housing and Urban Development federal regulations as related to Section 8.
6. Work with client case managers and other care providers to ensure appropriate care coordination.
7. Facilitate and mediate communications with client and landlord needs.
8. Ability to work overtime & perform duties during weekends, holiday, & evenings when required; regular attendance.
9. Other duties related to agency and program implementation as required.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. BA/BS in social work, human services, or equivalent or two years of similar work experience.
2. Knowledge and demonstrated experience in working with HIV/AIDS population, impoverished and underserved communities and groups.
3. Ability to work with diverse communities including but not limited to people of color, gay/lesbian/bisexual/transgender/questioning communities, monolingual and/or undocumented immigrants, persons living with HIV/AIDS, substance users, and homeless persons, of varying ages.
4. Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages and educational backgrounds.
5. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, DOS, word processing, spreadsheets and databases).
6. Valid California driver's license, plus proof of car insurance; reliable transportation.
7. Verification of employment eligibility; passing of background check.
8. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

Non-Essential Qualifications - Knowledge, Skills and Abilities

1. Fluent in Spanish and/or an Asian language.

Supervisory Responsibilities

1. This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

Application Process

Please submit cover letter and resume by e-mail to: Juan Rivera, Housing Program Manager at juanr@apaitoline.org
NO PHONE CALLS PLEASE.
