

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Form 383

Title: Housing Specialist

FLSA: Non-Exempt

Pay Range: \$14.85/hr. - \$16.82/hr. (DOE), plus comprehensive benefits

Division: APAIT

Supervisor: Director of Research, Evaluation & Development

Date: 11/22/2016

Summary

Under the supervision of the Director of Research, Evaluation & Development, the Housing Specialist will provide housing support services to people living with HIV/AIDS. Housing support services will include assisting with applications for housing related services, providing referrals and resources, coordinating referrals, maintaining case notes and conducting follow-up; performing related administrative tasks; and managing local accordable housing resources information. This is a full-time position requiring flexible hours including evenings and some weekends.

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 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 assessment.
4. Develop relationships with other community providers 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 housing.
6. Work with client case managers and other care providers to ensure appropriate care coordination.
7. Facilitate and mediate communication between client and landlord.
8. Other projects as assigned to meet program and agency mission, goals and objectives.
9. Attend regular staff meetings and provide updates on programmatic activities.
10. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
11. Regular attendance.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. BA/BS in social work, human services, or equivalent; or two years of work experience in HIV/AIDS or other public health related field.
2. Knowledge and demonstrated experience in working with people living with HIV/AIDS, as well as impoverished and underserved communities and groups.
3. Experience working with diverse ethnic and marginalized communities is a must, including, but not limited to the following populations: people of color; gay, lesbian, bisexual, transgender, gender non-conforming, and questioning individuals; clients with limited English proficiency; undocumented immigrants; 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. Fluent in Spanish or an Asian language (read, speak, write).
6. Demonstrated experience and knowledge of Microsoft Office programs (Word, Excel, Outlook, and PowerPoint).
7. Valid California driver's license, plus proof of car insurance.
8. Reliable transportation.
9. Verification of employment eligibility.
10. Passing of background check.
11. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

Non-Essential Qualifications - Knowledge, Skills and Abilities

1. None.

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. 20 lbs), lifting (max. 20 lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate 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: Stacy To, Director of Research, Evaluation & Development at stacyt@apaitonline.org. NO PHONE CALLS PLEASE.
