



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***APLA Health is currently seeking a Sr. Housing Specialist to join our Baldwin Hills location! We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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## ***Sr. Housing Specialist (90016)***

### **POSITION SUMMARY:**

Under the Direction of the Program Manager of Housing Support Services, promote the housing stability of people living with HIV through the provision of Housing Support Services and assist the Program Manager with overseeing the effective and professional operation of a housing support services program for people living with HIV.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide professional clinical guidance to Housing Specialists individually and in-group settings.
- Provide short-term crisis counseling to clients.
- Oversee the eligibility and status of clients residing at SRO or other crisis beds facilities.
- Implement housing support services as outlined in the housing framework and in compliance with contractual requirements.
- Establish and build working relationships with grantors, the community, and clients to ensure excellent service provision.
- Conduct routine and unplanned checks of electronic client files to monitor for quality assurance.
- Work with landlords and property developers to advocate for clients; assist with the application process, fees, etc.
- Coordinate the pickup and delivery of materials to/from the CCA.
- Maintain and update all client records and progress note all interactions in client-level database programs.
- Assess all clients for maintenance with HIV primary care and medication adherence.
- Identify alternative housing resources for clients who do not qualify for HOPWA, including low-income housing units.
- Maintain a resource directory of affordable housing options.
- Complete client follow-up to measure outcomes, inclusive of home visits according to contract guidelines.
- Promote the adoption and maintenance of healthy behaviors by providing education and support to clients.
- Attend mandatory HOPWA training meetings.
- Attend staff meetings and individual supervision meetings at APLA.
- Participate in client conferencing with Case Management when indicated.
- Assist and provide On-call coverage.
- Assure client confidentiality as defined by APLA policies and procedures.
- Attend regularly scheduled in-services, as well as outside conferences, workshops, etc. to remain updated on the latest referrals and information necessary to respond to client needs.
- Strictly adhere to HIPAA guidelines and regulations to protect patient rights and confidentiality of protected health information (PHI), including, but not limited to, personal and financial information.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

### Training and Experience:

Master's Degree in Social Work or Clinical Psychology. Demonstrate a minimum of two years' experience related to housing, **and** experience providing clinical guidance to co-workers. Experience working in a high volume environment where attention to detail and timely completion of tasks are required. Demonstrate professional behavior in which a client-centered focus is consistently employed. Bilingual Spanish preferred.

### Knowledge of:

Housing and social service needs of low-income persons, housing resources in Los Angeles County, HIV related issues, concerns, and strategies to address clients with high acuity. Additional knowledge of public benefits, back to work issues, primary care resources, treatment adherence and counseling techniques preferred. The position requires sensitivity and understanding of MSM and Transgender, and older adults. Demonstrate expertise in the use of the internet, Microsoft Office programs, with an emphasis on Excel and using formulas, and web-based reporting systems.

### Ability to:

Work in a fast-paced environment with an attention to detail, coordinate multiple tasks, meet assigned deadlines, learn specific systems quickly and thoroughly, communicate effectively with clients from diverse backgrounds as well as with government representatives, use database computer software programs Bilingual/Bicultural English/Spanish preferred.

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work in a fast-paced environment with an attention to detail, coordinate multiple tasks, meet assigned deadlines, learn specific systems quickly and thoroughly, and communicate effectively with clients from diverse backgrounds as well as with government representatives.

## **SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

An Equal Opportunity Employer: minority/female/disability/veteran.

## **To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=47472&clientkey=A5559163F67395E0A2585D2135F98806>