



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.

APLA Health is currently seeking a Housing Specialist to join our team! 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!

Housing Specialist (90016)

This position pays between \$20.00 to \$23.69/ hour. Salary commensurate with experience.

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, with an emphasis on locating affordable housing options.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Screen clients for housing programs eligibility, including a comprehensive intake.
- Asses all clients for maintenance with HIV primary care and medication adherence.
- In collaboration with the client, develop a comprehensive housing plan and ISP, inclusive of risk reduction goals, public benefits options, and employment.
- Assist clients who qualify for HOPWA and other housing programs to complete applications, develop housing plans and obtain the most appropriate housing situation for that individual.
- Assist clients with move-in and rental subsidy HOPWA applications.
- Assist clients who qualify for Section 8 and other housing programs with completing applications.
- Identify affordable housing options and conduct site visits of appropriate properties.
- 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.
- Assist clients with emergency hotel and motel voucher applications.
- 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.
- Assist in linking clients to APLA services/programs and other community agencies/programs.
- Advocate for needed services on behalf of clients.
- Prepare charts and forms in accordance with HOPWA and APLA policies and procedures.
- Attend mandatory HOPWA training meetings.
- Attend staff meetings and individual supervision meetings at APLA.
- Participate in client conferencing and clinical supervision when indicated.
- Assist and provide On-call coverage.

- 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:

Bachelor's degree in a Human Services field (Psychology, Sociology, Health Sciences, or a related field) **required** and a minimum of two years professional experience related to housing; or, a minimum of 150 hours of intern/volunteer experience at APLA. 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.

Knowledge of:

Housing and social service needs of low-income persons, housing resources in Los Angeles County, and HIV related issues and concerns. Additional knowledge of public benefits, back to work issues, primary care resources, treatment adherence and counseling techniques preferred. The position requires knowledge and 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, and communicate effectively with clients from diverse backgrounds as well as with government representatives.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some domestic travel required.

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 to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=50575&clientkey=A5559163F67395E0A2585D2135F98806>