

APLAHealth



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.

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*
- *12 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!

This position will pay \$23.92 - \$28.46 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

A Housing Specialist is responsible for assisting clients with housing search and placement along with leveraging supportive services that will assist the client to maintain permanent housing, and establishing collaborative relationships with community-based organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct client intake, assessment and formulate housing plans to assess housing barriers and determine housing and service needs Identify, refer and link clients to appropriate resources.
- Provide monthly follow-up, including home visits to provide on-site supportive services to ensure housing retention.
- Assist clients in completing applications for housing and financial assistance programs.
- Teach basic life skills and educate clients about neighborhood amenities, services and transportation.
- Apply knowledge and educate clients about tenant rights and responsibilities.
- Maintain a complete organized working file, case notes and copies of all corresponding paperwork of client participation and progress towards goals and objectives.
- Maintain statistical client data, including entering client data into organizational database.
- Attend mandatory meetings, trainings, supervisory sessions and stay abreast of new trends and innovations in the field of assisted public housing programs.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

- Bachelor's Degree in social work or related field or a minimum of High School diploma/GED and four years of experience in direct service as a Case Manager with HIV/AIDS clients, homeless clients or clients with other chronic illnesses.
- Experience with Microsoft Office Suite (Word, Outlook, Excel)
- Demonstrated ability to learn how to use other databases effectively (i.e., Salesforce)

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.

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.

COVID-19 Vaccination or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/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=113914&clientkey=A5559163F67395E0A2585D2135F98806>