

# 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](http://aplahealth.org).

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***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!***

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This position will pay \$26.20 – \$29.93 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the direction of the Program Manager, Permanent Supportive Housing, the Supportive Service Coordinator is responsible for the provision of supportive services to formerly homeless individuals and families in a hybrid/remote setting. Direct services are off-site, most often in the client's homes and include assessments, interventions, and evaluation of the client's needs, abilities, and progress. The goal is to assist client's

in maintaining their housing by improving health outcomes while continuously working on increasing life skills and financial stability. There is only one department shift which is Monday-Friday from 8:00am-5:00pm.

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

- Conduct home visits at least once a month or as needed based on the clients acuity, provide supportive services to a caseload of 15-30 individuals and families to ensure housing retention, conduct intake, assessments, and assist clients with meeting goals. Create and monitor clients' individual service plan and monitor progress. Teach and model independent living skills (60% of time conducted in the field/home)
- Must be able to manage heavy paperwork and deadlines weekly, quarterly, and annually, document services and maintain case files in compliance with contract expectations, facilitate client access and adherence to HIV medical care and treatment, collaborate with external service providers to enhance service coordination and client advocacy (30% of time)
- Collaborate with Housing Manager to successfully maintain units and avoid client evictions, ensures compliance and reporting of program requirements by gathering and entering information into internal and governmental databases on a regular basis, being consistent in data collection. (10% of time)

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

### **REQUIREMENTS:**

Training and Experience:

Bachelor's Degree in social services or related field and two years' experience in social services or a high school diploma/GED equivalent and 6 years of work experience in social services.

Knowledge of:

Strong knowledge of the complexity of HIV/AIDS-related issues, homelessness, and co-morbidities, including mental illness, trauma, substance abuse, aging, and chronic health issues, as well as the internal and external factors that negatively impact low-income and multi-ethnic communities. Knowledge of successful methods to assist clients in developing skills for independent living. Knowledge of chemical dependency and ways to assist clients in connecting with effective substance abuse programs. Governmental database and internal database knowledge to successfully maintain data collection in a timely and accurate way. Experience with Microsoft Office Suite of products (Word, Excel, PowerPoint)

Ability to:

Speak, write, and read English fluently required. Speak, write, and read Spanish (a plus, but not required). Maintain confidentiality. Work independently or as part of a team. Plan and manage multiple complex projects at the same time; Work in a fast-paced environment with an attention to detail, meet assigned deadlines, learn specific systems quickly and thoroughly, and communicate effectively with clients from diverse backgrounds.

### **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. Must have active Wi-Fi connection in your home to perform telework duties such as remote meetings, virtual trainings, and manage confidential electronic files.

COVID vaccination and booster, or medical/religious exemption.

TB Clearance is required upon hire and annually thereafter.

Equal Opportunity Employer: minority/female/disability/transgender/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=142510&clientkey=A5559163F67395E0A2585D2135F98806>