

APLAHealth

APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance*
- *Vision Insurance*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

This is a great opportunity to make a difference!

Requisition #: 48334

Status: Full-time, Non-Exempt

Schedule: Monday – Friday, 8AM – 5PM

Onsite or Hybrid: Hybrid

Bilingual (English/Spanish): Yes, Spanish Assessment required prior to offer.

This position will pay \$26.20 - \$30.35 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Housing Manager, the PTBRA Residential Service Coordinator is responsible for the provision of supportive services to 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 PTBRA Residential Service Coordinator will also work closely with the Housing Manager to identify housing opportunities and secure a housing inventory. This includes educating prospective landlords and owners about how the Alliance for Housing and Healing subsidy program works and the services that will be provided. The PTBRA Residential Service Coordinator provides support and guidance to property managers with the intention of mitigating tenant related issues and the deterrence of evictions. 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:

- Set up meetings with new owners and property managers to explain PTBRA program. Build long term relationships with owners and property managers to maintain and increase their participation. Negotiate with landlords experiencing conflict with tenants to find compromise and solutions to problems to avoid client evictions.
- 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.
- Conducts client check-ins at least once a month or as needed, either through in-home visits, phone calls or virtual meetings based on the client's acuity, provide supportive services to a caseload of 45 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
- Coordinate and manage quarterly tenant/resident meetings on topics, including but not limited to landlord/tenant rights and responsibilities, HIV/AIDS medical updates, neighborhood amenities, building and management issues, as well as social and recreational activities and encourage client participation.
- Complete reports and statistical data requests to maintain compliance with agency funders.
- Effectively communicate with clients/patients in English and Spanish as required per aforementioned job duties.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor's degree or a minimum of three (3) years of relevant experience in direct service with HIV/AIDS clients, homeless population, or clients with similar chronic conditions or a Master's degree in Social Work, or related Master's degree. Bilingual required – English/Spanish.

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. Experience using a governmental database and/or internal database to successfully maintain client data collection in a timely and accurate way. Experience with Microsoft Office Suite of products (Word, Excel, PowerPoint)

Ability to:

Ability to work both independently and as part of a team. Well-organized and detail-oriented with the ability to handle multiple tasks while meeting deadlines.

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 and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: APLA Health is an EEO Employer

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:
<https://www.paycomonline.net/v4/ats/web.php/portal/A5559163F67395E0A2585D2135F98806/jobs/354595>