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 #: 52051
Status: Full-time, Non-Exempt
Schedule: Monday – Friday, 8AM – 5PM
Onsite or Hybrid: Onsite
Bilingual (English/Spanish): No

This position will pay $26.37 - $29.68 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 preferred not required or a minimum of High School diploma/GED and three years of experience in direct service as a Case Manager with HIV/AIDS clients, homeless clients, or clients with other chronic illnesses or related fields.
- 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: APLA Health is an Equal Opportunity 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/416306