

AIDS ACTION COMMITTEE JOB DESCRIPTION

Title: Housing Search Specialist

Responsible To: Housing Search Manager

Works with: HIV + clients, Client Services staff, Check-In volunteers, family members, and service providers

Job Objective: To provide services and support for HIV+ persons. **This is a full time, temporary position that will run from January 2013 through June 2013.**

Duties:

1. Oversee a caseload of clients who are in need of affordable housing. Determine appropriate housing possibilities and work with clients to create an individualized housing plan that accounts for individual's situation, housing, health, and legal issues.
2. Provide assistance to clients during all phases of subsidized housing application process: completing applications; accompanying them to interviews; and following up on the status of their applications.
3. Maintain regular contact with client's case manager and other providers. Refer client to Legal Services, as needed. Coordinate follow-up with client and other providers.
4. Establish and maintain contacts with landlords, property managers, housing authorities and rooming houses to stay informed regarding open wait lists; build other strategic relationships to ensure access to all relevant information about housing possibilities, limitations and requirements.
5. Develop and maintain a listing of potential housing options. Continue to update, expand and maintain a listing of housing waitlists.
6. Use ETO database to track work with properties and clients.
7. Discuss and address possible barriers to obtaining housing. Assist clients in preparing for appeals in advance of denials. Accompany clients to housing appointments, and represent clients during appeals processes as needed.
8. Work with AIDS Action staff and staff at other AIDS service organizations and health centers to ensure they have relevant housing information for their clients.
9. Provide mentoring and training to other AIDS service organizations regarding housing searches and resources.
10. Maintain timely and accurate paper and computer records of all client interactions; provide monthly reports.

11. Assist in maintaining a blog providing weekly housing updates, document and resource information to AAC staff and providers from other agencies.
12. Attend unit, department and agency meetings as required as well as meetings of other advocate groups and information sharing groups.

Qualifications:

- BA or Master's degree in public health, social work or related field.
- Experience with the provision of HIV Services.
- Bilingual in Haitian Creole /English or Spanish/English strongly preferred.
- Experience advocating for clients with government assistance agencies, housing authorities, private landlords or realtors preferred.
- Excellent written and oral communication skills.
- Experience in the development and implementation of strategic plans.
- Working knowledge HIV/AIDS community trends, harm reduction, and at-risk populations.

To Apply:

Please send your resume and a cover letter with position specified to:

Professional Recruitment Box WS
75 Amory St.
Boston, MA 02119

Or email to resumes@aac.org

Updated 9/2012