

AIDS ACTION COMMITTEE JOB DESCRIPTION

Title:	Stabilization Advocate
Reports to:	Manager of Client Advocacy
Works with:	HIV + clients, agency staff, volunteers and interns, family members, and service providers
Job Objective:	Provide intake and case management services and support for people living with HIV/AIDS.

Duties:

1. Provide low-threshold case management and housing search services to clients on an as-needed basis, including walk-in services at the drop-in centers. Conduct assessments and reassessments and develop client centered individual service plans based on assessed needs.
2. Provide screening, intake and triage for clients requesting services from AIDS Action; explain services to clients and make and document appropriate referrals for services at AAC and outside agencies.
3. Work as part of an integrated team of mental health clinicians, peer support advocates, client advocates and other relevant staff, as needed, to assist clients in accessing services offered by all AAC programs. Facilitate access to resources that will assist clients in optimizing health outcome and moving towards self sufficiency, including medical, housing, financial, mental health, substance use, sexual health, legal, vocational and educational services.
4. Develop a wide-ranging resource network for the people living with HIV in the Greater Boston area. Provide coordination, linkage and follow-up with existing service programs to maximize access to services, especially for those that are experiencing homelessness substance users, recent immigrants and/or people of color.
5. Facilitate case coordination including communicating with other providers to improve access to care and reduce duplication of services and maintain communication with relevant providers and family members, as needed and with client consent.
6. Participate and facilitate in housing search and skill building groups.
7. Maintain up-to-date client records including assessments, individual service plans, progress notes, all other required paperwork and electronic submission of client data.
8. Attend regularly scheduled staff meetings, supervision, and trainings.
9. Perform other duties as required.

Qualifications:

- BA or equivalent two years human services and/or case management experience.
- Experience with the provision of HIV treatment, care and services.
- Experience in case management and with issues related to substance use, harm reduction, homelessness, mental health, and/or bilingual/bicultural and GLBT communities.
- Ability to work independently, as well as in a team model, in a fast paced multicultural environment.
- Proficiency with Microsoft Office programs, including Word and Outlook.
- Experience advocating for clients with government assistance agencies, housing authorities, private landlords or realtors preferred.
- Bilingual in Haitian Creole or Spanish preferred.

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