HOUSING SPECIALIST

Job Title: Housing Specialist
Supervisor: Regional Director of Housing – South Bay
FLSA Status: Non-Exempt

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.

PRIMARY DUTIES:

- 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.

Minimum qualifications:

- Bachelor's Degree in social work or related field or a minimum of three years of experience in direct service as a Case Manager with HIV/AIDS clients, homeless clients or clients with other chronic illnesses
- Experience with Microsoft Office Suite (Word, Outlook, Excel)
- Demonstrated ability to learn how to use other databases effectively (i.e., Salesforce)
- Background check clearance required
- TB screening required annually
- Access to a car, current California driver's license, and insurance, with good driving record.

- This is a full-time, nonexempt position

What we offer:

- Competitive salary
- *ZERO* cost medical insurance for employee (Kaiser platinum HMO)
- 10 paid holidays per year *plus* 2 floating holidays per year
- Fulfilling work in a highly diverse and inclusive environment

Notices

Alliance for Housing and Healing is an equal opportunity employer. We want to have the best available persons in every job. Alliance's policy prohibits discrimination based on medical conditions, pregnancy, childbirth or related medical conditions, breastfeeding or related medical conditions, perceived medical conditions, race, religious creed (including religious dress and grooming practices), color, sex, gender, perceived sex or gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information, citizenship status, Uniform Service Member and Veteran status, transgender status, sex stereotypes, domestic partner status, political affiliation or belief or any other basis protected by federal, state, or local law or ordinance or regulation. All such discrimination is unlawful. Alliance is committed to compliance with all applicable laws providing equal employment opportunities. Alliance's anti-discrimination policy applies to all persons involved in the operation of Alliance and prohibits unlawful discrimination by any employee of Alliance, including supervisors, co-workers, and third parties doing business with Alliance such as vendors, independent contractors, unpaid interns, volunteers, and others doing business with Alliance. This policy governs all aspects of employment, including advertising, recruitment, testing, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Alliance will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance, where applicable.

Any employment agency, person or entity that submits a résumé to Alliance, or to a hiring manager does so with the understanding that the applicant's résumé will become the property of Alliance. Alliance will have the right to hire that applicant at its discretion without any fee owed to the submitting employment agency, person or entity. Alliance, will only work with agencies who have currently executed fee agreements with Alliance and have been engaged on a search.

To Apply:

Please send you resume and cover letter to Yesenia Akers @yakers@alliancehh.org and Caroline McKiernan at cmckiernan@alliancehh.org.