

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title: Program Specialist**Division:** APAIT**FLSA:** Non-Exempt**Supervisor:** Housing Program Manager**Pay Rate:** \$14.42 - \$15.45/hour (DOE)**Date:** 7/12/2017**Summary**

Under the supervision of the Housing Program Manager, the Program Specialist will assist in the development, design, coordination, and administration of client benefits related to housing as well as will provide general administrative, programmatic, and technical assistance. The Program Specialist will work with HIV/AIDS low-income communities in various settings, which will include providing referrals and follow-up. The Program Specialist must have the ability to build rapport with the target populations including, but not limited to: people of color, gay/lesbian/bisexual/transgender/questioning community, monolingual and/or undocumented immigrants, people living with HIV/AIDS, substance users, and homeless persons, of varying ages. This is a 32-hour per week position requiring flexible hours including some evenings and weekends.

Essential Functions

1. Conduct client assessment and intake for HOPWA services.
2. Provide one-on-one counseling to clients regarding benefits establishment.
3. Assist clients with the completion of applications for benefits including but not limited to Medi-Cal, SSI, General Relief, and AIDS Drug Assistance Program.
4. Provide information and referrals regarding services available to people living with HIV/AIDS.
5. Provide linkages and consultation to clients to identify and access additional prevention or treatment services, including coordination with any referral agencies, as needed.
6. Provide support/assistance to encourage clients to utilize available educational, social, rehabilitation, vocational, and other community services.
7. Represent agency at monthly Comprehensive Housing Information Referral Programs meeting.
8. Assist with outreach and recruitment.
9. Provide programmatic and administrative assistance, as necessary, to program personnel and management.
10. Assist with front office functions including, but not limited to, reception, mail sorting, filing, data entry of client forms, etc.
11. Maintain accurate written records and log activities, including meeting minutes and reports.
12. Attend regular staff meetings and provide updates on programmatic activities.
13. Represent the agency by attending SSG's emergency preparedness quarterly meetings, local planning groups, community forums, and collaboration meetings as assigned.
14. Other duties as needed.
15. Ability to perform duties during weekends and evenings when required.
16. Regular attendance.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. BA/BS in social work, human services, or equivalent; or two years of similar work experience.
2. Knowledge and demonstrated experience in working with people living with HIV/AIDS as well as impoverished and underserved communities and groups.
3. Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds.
4. Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages, and educational backgrounds.
5. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets, and databases).
6. Valid California driver's license, plus proof of car insurance.
7. Reliable transportation.
8. Verification of employment eligibility and background check.
9. Updated tuberculosis test (annual requirement) – read, reviewed, and dated by a clinician.

Supervisory Responsibilities

1. This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, driving, carrying (max. 20 lbs.), lifting (max. 20 lbs.), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

Application Process:

Please submit cover letter and resume by e-mail to: Juan Rivera, Housing Program Manager at juanr@apaitonline.org.
NO PHONE CALLS PLEASE.