

Los Angeles Centers For Alcohol and Drug Abuse
HOPWA
(Housing Opportunities for persons with AIDS)

JOB ANNOUNCEMENT

L.A. CADA saves lives, unites families and protects the community by providing healthy living education and addiction treatment. As one of L.A. CADA's programs, the HISTORIAS program has been linking those persons affected by HIV/AIDS in the SPA 7 of LA County for many years. The HIV department will also be addressing the housing needs of our HIV/AIDS community members. For more information go to www.lacada.com

The successful candidate will be able to work effectively as part of a team, communicate well verbally, maintain all required documentation to contract standards, understand how to implement a gender responsive and trauma informed environment, and be able to utilize computer based applications.

POSITION: LA CADA HOPWA Coordinator

SALARY: D.O.E

HOURS: VARIES

LOCATION: Santa Fe Springs and East Los Angeles as needed

DUTIES: Plans and Coordinates the day-to-day operational activities of the LA housing programs. Monitor staff workloads and productivity and quality of housing services in SPA 3 and 7, making sure goals are met. Works with other organizations in the area to form collaborative partnerships and spread information about the program. Provide support to housing staff and partners.

ESSENTIAL DUTIES:

Assist with implementation, monitoring and coordination of housing services in SPA 3 and 7; Maintain/update Policies and procedures on housing programs; Outreach to potential collaborative partners and promote program in the community; Perform specialized activities of a programmatic nature in direct support of the accomplishment of program objective and protocol; Record Keeping and Reporting; Other duties as assigned.

QUALIFICATIONS:

Read/Interpret Documents
Write Reports/Correspondence
Speak Clearly/Concisely
Bilingual preferred
Independent Judgement
Customer Service
Teamwork/Team Player
Organizational Skills
Work under stressful conditions
Business Acumen/Demeanor

Listen Effectively
Conduct Presentations
Interface with the Public
Problem Solving
Analytical
Dependable Transportation
Proactive
Flexibility/Adapt to Change
Mathematical
Ability to coordinate and prioritize, data gathering and reporting

- Valid California Driver's License and proof of personal auto insurance is required. Hire is contingent upon agency insurability;
- Must be able to pass a criminal history background screening (DOJ and FBI); as well as maintain a yearly CPR Certification, First Aid Certification, physical exam, and Tuberculosis test results.

EDUCATION:

- Minimum three years of relevant experience including; experience working with persons of different cultural and social-economic backgrounds and organizing resources experience with data management and analysis, Program management/administration experience.
- B.A. in related field preferred, or Master degree in Human Services (Public Health Administration, business Administration)

APPLICATIONS:**Please send applications to:**

FAX: (562) 906-1068, or EMAIL: humanresources@lacada.com

Current L.A. CADA employees who are interested in this position are encouraged to apply and submit a resume to the Human Resources Director.

CLOSING DATE: Open until position is filled.

Los Angeles Centers for Alcohol and Drug Abuse is an Equal Employment Opportunity Employer. Our hiring practices meet all Federal and State Regulations.