

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: Housing Specialist

SALARY: D.O.E

HOURS: VARIES

LOCATION: Santa Fe Springs and East Los Angeles as needed

DUTIES: To enable Persons Living with HIV/AIDS (PLWH/A) at risk of shelter to remain in, enter, or re-enter a stable living environment. This includes: 1. Assistance in location acquiring, financing, and placing eligible clients in emergency/temporary shelter (when necessary) while working with them in maintain safe decent and affordable housing that is appropriate for client's needs. 2. Necessary referrals to medical and supportive services to decrease the barriers for stable housing, thereby maintaining and improving health outcomes and quality of life.

Goals: Establishment or maintenance of Stable Housing, reduction in the Risk of Homelessness, improve access to healthcare and other supportive services. Report daily actives to Program Coordinator.

ESSENTIAL DUTIES:

Assessment; Housing Referrals & Planning; Resources, Education & Training; Advocacy; Case Management

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
Reasoning
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
- Bachelor's degree in health related field

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.