

AIDS ACTION COMMITTEE JOB DESCRIPTION

- Title:** Client Advocate, Essex County
- Works with:** HIV + clients, agency staff, volunteers and interns, family members, and service providers
- Job Objective:** Provide services and support for people living with HIV/AIDS

Duties:

- Provide intensive office- and home-based case management and housing search services for up to 50 clients in Essex County. Conduct assessments and reassessments and develop client centered service plans based on assessed needs and transfer clients to stabilization services, as applicable.
- Provide clients with easily accessible and low-threshold services that operate within the harm reduction framework and assist clients in overcoming other barriers to service delivery and health care access. This includes assisting clients with accessing support services on a walk-in, triage, and as-needed basis.
- Work as part of an integrated team 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.
- Develop a wide-ranging resource network for the people living with HIV in Essex County. 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.
- 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.
- Provide assistance to clients during all phases of subsidized housing application process, including completing housing applications, accompanying clients to housing related appointments and appeals and following up on the status of submitted client applications.
- Assist clients with all aspects of eviction prevention and accompany clients to court and appeal hearings, as needed.
- Participate in and facilitate housing search and skill building groups.
- Maintain up-to-date client records including assessments, individual service plans, progress notes, all other required paperwork, and electronic submission of client data.
- Attend and participate in scheduled program, department, agency and collaborator meetings, supervision, and trainings.
- Perform other duties as required.

Qualifications:

- BA or equivalent two years human services and/or case management experience.
- Experience with the provision of HIV services.
- Experience advocating for clients with government assistance agencies, housing authorities, private landlords or realtors preferred.
- Experience in case management and with issues related to substance use, harm reduction, homelessness, mental health, and/or bilingual/bicultural and GLBT communities.
- **Must have reliable transportation to visit clients in their homes and/or in other community settings – please specify in cover letter.**

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