

AIDS Action Committee Job Description

Position: Scattered Site Stabilization Advocate

Reports to: Residential Contracts Manager

Description: This 40 hour position is responsible for assisting the Residential Program Managers with administrative oversight and quality assurance of the scattered-site housing programs. This includes coordinating and delivering services to individuals and families moving into and living in scattered-site housing programs. **On average, this position may spend 16-20 hours per week outside of the AAC office.**

Responsibilities:

1. Coordinate the intake and move-in process for incoming residents, including obtaining all required documentation, scheduling move-in dates, and assisting with move-in logistics. Communicate waitlist activity to Client Services staff and clients to ensure that openings are filled in a timely manner and that clients receive the support needed.
2. Oversee the coordination of HOPWA/HUD requirements in all rental subsidy programs including rental payments and apartment inspections to all Tenant-Based Rental Assistance units.
3. Act as a liaison between residents and landlords, property management companies, and local housing authorities.
4. Identify and research available apartment listings in the Greater Boston and North Shore areas that fall within program funding requirements and build working relationships with property owners that enhance the housing programs.
5. Provide intensive stabilization home-based case management services to residential clients. Conduct assessments and reassessments and develop client centered service plans based on assessed needs.
6. 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 as-needed.
7. Work as part of an integrated team of mental health clinicians, peer support advocates, stabilization advocates and other relevant staff, as needed, to access 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.

8. Develop a wide-ranging resource network for the people living with HIV in the Greater Boston area. Provide coordination, linkage and follow-up with existing service programs to maximize access to services.
9. 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.
10. Assist clients with all aspects of eviction prevention and accompany clients to court and appeal hearings as needed.
11. Act as a liaison between clients, property management companies, medical personnel, AIDS Action staff, volunteers and families; balance advocacy for individual residents' community at large.
12. Maintain up-to-date client records including assessments, individual service plans, progress notes, all other required paperwork, and electronic submission of client data.
13. Perform other duties as required.

Knowledge/Skills/Experience Required:

- BA or equivalent, two years human services and/or case management experience.
- Experience working within the harm reduction framework.
- Bi-lingual in Haitian Creole, or Spanish, desirable.
- Experience working with the provision of HIV services and with issues related to substance use, homelessness, mental health, and bi-lingual/bi-cultural communities.
- Valid Massachusetts driver's license required.

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