

**SPECIAL SERVICE FOR GROUPS, INC.**  
**JOB ANNOUNCEMENT**

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**Title:** Housing Specialist  
**FLSA:** Full-time, Non-Exempt  
**Pay Range:** \$23-\$29/hour

**Division:** APAIT  
**Supervisor:** Housing Program Manager  
**Date:** 1/24/2024

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**Summary**

Under the supervision of the Housing Program Manager, the Housing Specialist will provide housing support services to people living with HIV/AIDS. Housing support services will include assisting with applications for housing-related services, providing referrals and resources, coordinating referrals, maintaining case notes, and conducting follow-up; performing related administrative tasks; and managing local affordable housing resources information. This is a full-time position requiring flexible hours including evenings and some weekends. This position will primarily operate in the service planning area **(SPA) 6 - South Los Angeles area**.

**Essential Functions**

1. Assist clients with applications for housing related services, short-term housing assistance, and permanent housing placement.
2. Provide information and referrals regarding services available to people living with HIV/AIDS.
3. Determine eligibility, calculate income allowances, assets, and rent and perform data entry and/or continued eligibility assessment.
4. Develop relationships with other community providers to facilitate an effective referral system.
5. Remain familiar with current U.S. Department of Housing and Urban Development federal regulations as related to Section 8 housing.
6. Work with client case managers and other care providers to ensure appropriate care coordination.
7. Facilitate and mediate communication between client and landlord.
8. Other projects as assigned to meet program and agency mission, goals, and objectives.
9. Attend regular staff meetings and provide updates on programmatic activities.
10. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
11. Regular attendance is required.
12. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
13. Other activities as required to conduct program and agency objectives as needed.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. BA/BS in social work, human services, or equivalent; or three years of work experience in direct service as a Case Manager with HIV/AIDS clients, homeless clients, or clients with other chronic illnesses.
2. Knowledge and demonstrated experience in working with people living with HIV/AIDS, as well as impoverished and underserved communities and groups.
3. Experience working with diverse ethnic and marginalized communities is a must, including, but not limited to the following populations: people of color; gay, lesbian, bisexual, transgender, gender non-conforming, and questioning individuals; clients with limited English proficiency; undocumented immigrants; substance users; and homeless persons, of varying ages.
4. Strong interpersonal skills and ability to relate to a variety of cultures, languages, and educational backgrounds.
5. Preference for someone fluent in the Spanish language (read, speak, write).
6. Demonstrated experience and knowledge of Microsoft Office programs (Word, Excel, Outlook, and PowerPoint).
7. Have a valid CA Driver's license, car insurance and reliable transportation for assignments are necessary.
8. Verification of employment eligibility.
9. Passing of background check.
10. Updated tuberculosis test (annual requirement) – read, reviewed, and dated by a clinician.
11. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.

**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, 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.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Jeremy, [jeremyv@apaitonline.org](mailto:jeremyv@apaitonline.org) NO PHONE CALLS PLEASE.

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*Special Service for Groups, Inc. (SSG) is an Equal Opportunity/Affirmative Action Employer  
SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the  
requirements set by law.*