



JOB OPENING

HIV Housing Search and Stabilization Specialist

The **HIV Housing Search and Stabilization Specialist** is responsible for the coordination and delivery of mobile housing search, advocacy and stabilization case management services to identified persons living with HIV/AIDS across the agency. The population of focus includes individuals struggling with homelessness, substance use, and mental health, who may also face multiple barriers to housing.

Schedule/Days: Full time position: Monday-Friday 40 hours/week **Rate:** \$20.84/hr

Brief description of the essential functions:

- Act in accordance with Victory Programs, Inc.'s Standards of Excellence, professional ethics, boundaries and client confidentiality.
- Provide mobile housing search, advocacy and stabilization case management services
- Actively engage in recruitment and outreach efforts to identified population for the purpose of increasing and retaining clients in care.
- Complete comprehensive assessment for each client: housing history, impacting social determinants of health, potential barriers to housing.
- Develop and monitor housing case management and/or housing stabilization plans
- Timely enters assessments, ISP's, progress notes and collateral contacts in the EHR system
- Provide individual housing search support
- Transport and or provide accompaniments (using agency vehicle) of clients to housing appointments, legal and other approved appointments.
- Collaborate and communicate effectively and sensitively with the those involved in the clients treatment.
- Regularly engage in outreach and marketing activities to potential referral and collaboration sources.
- Develop internal and external linkages supportive of the residents.
- Research and identify available rental assistance programs, educating clients and staff about the programs and the requirements to qualify; obtain and submit required documentation, and assist clients in the application process for these funds
- Maintain an up-to-date print and web-based list of housing-related resources.
- Create and distribute Housing Alerts to inform clients of newly available housing opportunities.
- Maintain and expand a network of provider organizations, housing authorities, low income housing property managers, potential landlords.
- Develop, implement, promote, facilitate and document informational workshops/groups for clients
- Provide outcome data via monthly tracking reports.
- Have access to a vehicle and ability to be mobile between all programs.

Qualifications:

Bilingual/bicultural candidates strongly encouraged to apply.

- Bachelor's degree and/or two years of housing case management experience preferred.
- Experience working with individuals living with HIV/AIDS strongly preferred.
- Experience working in the addiction field a plus.
- Experience and competency in working with individuals of diverse race/ethnicity, sexual orientation, gender identity, sex and drug cultures, age groups, religion, country of origin, disability and economic status.
- Knowledge of or openness to the Housing First Model, addiction/recovery, Harm Reduction Practices/Philosophy and infectious disease risk, or a willingness to acquire within the first six months of employment.
- Comfort and willingness to work on a mobile basis, as part of a mobile team, serving individuals across a variety of settings
- Must be at least 25 years of age with a valid Massachusetts driver's license with a safe driving point of 98, 99, 00, 01, 02, or 03. Preferred/ not required
- Ability to work independently and cooperatively as a member of a treatment team.
- Ability to relate to individuals in an instructive, supportive, and compassionate manner
- Strong organizational, written and communication skills.
- Strong computer skills and proficiency in Microsoft Word, Excel and other data base systems
- Fluency in Spanish highly desired
- Three strong work related references
- Current TB assessment, CPR certification, and First Aid certification.

About us

Victory Programs operates 19 innovative health, housing and prevention programs throughout Greater Boston, Cambridge and Topsfield. Every year we help more than 3,200 individuals and families break down barriers to a brighter future. Our programs serve people who are facing homelessness, drug and alcohol addiction, mental illness or chronic illnesses like HIV/AIDS and provide them with the tools needed to support healthy, self-sufficient lives.

Our **benefit program** includes a 75% health and 25% dental employer premium contribution, 100% employer paid disability and life insurances, 19 days of earned time in your first year, sick time, personal days, tuition remission, and a retirement savings opportunity.

How to apply: Please visit our website www.vpi.org and click on **Career Opportunities**