



the **Aliveness** project

JOB POSTING

HOUSING LOCATOR

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded over 30 years ago, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Primary Responsibilities:

The Housing Locator provides limited assistance (up to six encounters within a six month period) to individuals living with HIV/AIDS seeking assessment for county based housing waiting lists and/or who is experiencing housing instability and may or may not be working with a case manager.

As Housing Locator, primary daily tasks include:

- Conduct all Coordinated Entry assessments, referrals and follow up
- Create individual housing plans with clients (alone or in collaboration with their case manager)
- Maintain client files including regular case notes on client interactions and weekly updates on client's housing process; collect required documentation from clients, complete data entry of client notes, process information for program reports and invoicing, etc.
- Proactively seek new housing opportunities and resources to successfully house clients
- Maintain an up-to-date Housing Directory which includes all housing providers/contacts (e.g., apartment communities, private landlords) and documentation of all communication with providers
Advocate for and with clients including: sign up for appropriate waiting lists, negotiate leases, assist with applications and perform housing searches, including Fair Market Rate rentals, voucher programs, public housing programs and transitional housing programs. Negotiate leases on behalf of clients in collaboration with case managers and the client
- Provide client transportation to and from housing options, including accompanying clients to housing interviews
- Develop and facilitate life skills courses for clients including tenant rights and responsibilities, housing discrimination, communicating with landlords and others – or make referrals to existing programs with this material
- Maintain regular contact with landlords currently known to TAP, while seeking out new landlords and housing providers willing to house homeless clients
- Understand and research trends in the Metropolitan rental market
- Search rental housing data bases (Craigslist, Housing Link, Trulia, etc.) to find vacancies
- Network with other agencies, community groups, housing providers and individuals find housing
- Assist participant with completion of necessary forms to access housing
- Participate in Hennepin County Housing First community meetings and trainings Team player with a positive attitude toward creating solutions for ending homelessness
- Be an active part of the Staff Liaison Team, ensuring Aliveness is a safe and welcoming space
- Participate in staff meetings, trainings and team wide activities and initiatives as directed by Supervisor
- Other duties as assigned
 - Navigating county financial assistance/other cash benefits with clients

- Working alongside/coordinating care with other agencies (e.g., HCMC, Beyond Backgrounds, Rainbow Health/SHA)

Knowledge, Skills and Abilities:

- Previous experience in providing housing case management services to low-income individuals, including assessment of clients, creation of housing plans, negotiation with housing providers, navigating leases and waiting lists and maintaining a directory of housing options.
- Experience with interdisciplinary care coordination, monitoring of health/social service delivery, and development/usage of client-centered care plans.
- Knowledge of social work and case management guidelines and issues related to working with low-income clients, including data privacy, confidentiality and HIPAA compliance.
- Knowledgeable and aware of transitional/permanent housing openings through community partners and waitlists
- Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental health, housing, health insurance, and other barriers.
- Appreciation of and commitment to racial equity and gender inclusion in all aspects of work.
- Ability and desire to work with a diverse population.
- Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- Skills in preparing client files, records and program reports.
- Strong and timely communication skills with both clients and other professionals.
- Skills in planning such as identifying and sequencing action steps to achieve results.
- Ability to work with clients respectfully and act in a confidential manner.
- Ability to manage, prioritize, categorize, and complete multiple tasks.
- Ability to manage stress in a proactive manner.

Education: Bachelor's Degree in Health, Human Services, Social Work or related field. Minnesota Social Work Licensure is helpful, but not required. OR minimum one year experience in HIV or social services related work OR equivalent of combination of education and experience.

Experience: Previous experience providing social services in a job that involved carrying a caseload and the following duties: housing assessment or placement, psychosocial assessments, interdisciplinary care coordination, resource development, development and utilization of client-centered care plans. Knowledge of Twin Cities housing climate and resources strongly preferred.

Hours: 40 hours per week, including evening and weekend hours.

Salary: Salary range 38,000 – 45,000 depending on experience. Benefits include health insurance, holidays and Paid Time Off (PTO).

Please send resumes to Daisy Degnan | Client Engagement Coordinator
ddegnan@kariskinnovation.com