



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • act-ct.org

JOB TITLE: Housing Program Coordinator

PAY RATE: \$25.00 - \$28.00/hour

GOAL: Improve housing and medical outcomes of clients through providing support with various housing processes including short-term intensive case management and representative payee services.

RESPONSIBILITIES:

- Provide short term intensive case management using an interdisciplinary team approach that includes the medical provider, medical case manager and other service providers (e.g., clinician, substance abuse counselor) with the goal of ensuring client retention in medical care and maintenance of stable housing supporting the Hartford HSS Program as well as HOPWA East Program.
- Provide case management services for HOPWA East Program including the provision of housing search and inspection, completion of assistance funds applications, and provision of employment resources for Windham County
- Provide voluntary Representative Payee services to assist clients in managing their finances with the goals of teaching financial management skills, maintaining stable housing and improved overall quality of life for the Hartford HSS program
- Review clients' medical compliance and medication adherence on a routine basis
- Establish and maintain relationships with HIV, housing and social service providers, as well as Social Security Administration and Department of Social Services
- Facilitate client entry into housing subsidy programs to increase likelihood of independent stable housing
- Stabilize clients' housing by means of modeling, budgeting and referring to appropriate services
- Maintain complete, orderly and updated client files
- Ensure timely entry of activity into CAREWare/HMIS data systems
- Participate and/or facilitate in housing-related groups and organizations such as the Unicorns Meeting, HOPWA Matching Meeting, TGA Collaborative Case Management Meeting, and other meetings as assigned
- Provide housing-related resource information to medical case managers by providing trainings at the TGA Collaborative Case Management Meeting
- Review, process, and prioritize applications for the Greater Hartford HOPWA CAN Waitlist and add individuals to the waitlist on HMIS
- Provide assistance to Client and Housing Assistance Funds Coordinator regarding housing applications and emergency housing
- Conduct housing-related and budgeting workshops for clients and social service care providers
- Provide support coordination of any needed HIV training/TA needs as needed from Program Manager
- Provide administrative support to housing meetings as designated by Program Manager
- Complete program reports as necessary
- Other duties as assigned



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QUALIFICATIONS:

- Minimum Bachelor's Degree or extensive experience in social services
- Case Management experience, preferably with housing, substance abuse and/or mental health background
- Knowledge of housing services in area where services are delivered
- Financial management and budgeting skills
- Strong organization and time management skills required
- Excellent oral and written communication skills and ability to effectively communicate with diverse clientele, including HIV-positive clients
- Non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Experience in the implementation of interagency collaborative efforts
- Analytical experience conducting evaluation of program outcomes
- Experience working in a fast pace environment and ability to respond to change quickly
- Creativity, flexibility and ability to work as part of a team with excellent time management skills
- Ability to work with limited supervision (face to face and/or virtual) is expected
- Knowledge of CAREWare and HMIS electronic data collection software or any other electronic record system is preferred
- Must have reliable transportation, a valid driver's license and a clean driving record for regular in-state travel

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/longterm/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with "Housing Program Coordinator" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

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