

## **Valley AIDS Council d/b/a Westbrook Clinic Position Description**

Job Title: **Housing Specialist**  
FLSA Status: Non-Exempt  
Approved By: CEO/Executive Director  
Approval Date: 02/01/2018  
  
Skill Level: Housing Specialist  
Department: Client Services  
Reports to: Director of Client Services

### **EMPLOYEE RISK FACTOR: III**

Performs tasks that do not routinely involve exposure to blood, body fluids or tissues, and are not called on to perform or assist in emergency medical care or first aid to be potentially exposed in any other way as a condition of employment.

### **SUMMARY:**

Provides assist to clients housing assistance to improve health outcomes. The Housing Specialist will provide resourceful support to clients so that they maintain housing and can transition to self-sufficiency.

### **SUPERVISION RECEIVED:**

1. Direct Supervisor: Client Services Coordinator
2. Department Supervisor: Director of Client Services
3. CEO/ED.

### **SUPERVISION EXERCISED:**

1. None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Initiates and maintains liaison between local housing authorities, voluntary, and public agencies for development and management of public housing.
- Facilitates establishment of constructive relationships between tenants and housing management.
- Secures social services such as health, welfare, and education programs for improving family and community standards.
- Provides assistance with community resources to help clients with improving their income through workforce and credit counseling services.
- Completes the HOPWA application with all required documents. Comprehensive housing plan is developed and documentation of client situation and/or emergency is in place.
- Conducts home visits to perform inspection on units and complete applications.
- Completing administrative reports reflecting housing activities and documenting usage of agency resources as per agency guidelines.
- Representing the agency at staffing of cases mutually served by VAC/Westbrook Clinic and other health care or social service agency or agencies.
- Participates in planning for improving health services by interpreting social factors pertinent to development of program.
- Participate in VAC/Westbrook Clinic special events.
- The ability to work with diverse groups in the community.

- Maintain a flexible schedule Monday - Friday 8:00 am - 5:00 pm, this position may occasionally require non-traditional hours, such as evenings and weekends.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

A degree from an accredited 4-year college or university program in the fields of health, social services, mental health or related area. Prefer one year of case management experience with HIV infected persons, and/or persons with a history of mental illness, homelessness, or chemical dependence; or any equivalent combination of education and experience. Must meet minimum training requirements.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of HIV/AIDS; knowledge of community resources and referrals; knowledge of OSHA regulations. Working knowledge of Microsoft Office, specifically Outlook, Word & Excel.

Skill in operating the listed tools and equipment.

Must have oral and written communication skills in English; organizational and time management skills.

Ability to perform multiple tasks; good problem-solving abilities; demonstrate flexibility and positive people skills. Ability to work with people of diverse backgrounds living with HIV/AIDS.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

State of Texas Class “C” Driver’s License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Bilingual (English-Spanish) required.

**EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special

disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO/Executive Director Signature

\_\_\_\_\_  
Date