

Want to Make a Difference? Join Our Team!

Job Posting: Housing Retention Specialist

Overview: The Housing Retention Specialist provides trauma-informed, housing-first, and harm reduction case management services to tenants of the Damien Center's MRT HRFA program, a scattered site-based, permanent supportive housing program for formerly homeless persons with HIV and other chronic illnesses. Reports to Housing Program Manager.

Status: Full Time (37.5 hrs), Hourly \$22 - 24/hr, Benefits Eligible.

Benefits include:

- 15 paid holidays and generous paid time off
- Health & Dental Insurance – with great coverage and low deductibles
- 403b Retirement plan with employer match
- MetLife life insurance - \$50,000
- Flexible Health Spending Account
- Continued Professional Development and Training Opportunities

Qualifications:

1. Associate or bachelor's degree required in social work, counseling, or closely related field from a fully accredited college or university. Equivalent experience may be substituted for a degree.
2. Minimum of 2 years related work in a health or human service agency, preferable with a housing-first and chronic homelessness provider. Experience with HUD-funded Permanent Supportive Housing programs preferred.
3. Two (2) years' experience working with people with HIV/AIDS and/or other chronic illness.
4. Professional interpersonal, verbal and written communication skills and ability to interact with a wide range of personalities. An understanding of the social constructs that impact those struggling with homelessness and economic instability.
5. Able to work in and grow our agency culture, in a diverse and multicultural setting, providing trauma-informed and harm reduction services to persons of diverse backgrounds.
6. Time management and organizational skills with ability to manage multiple tasks and priorities.
7. Availability to work a flexible schedule with some evenings and weekends.
8. Proficiency in MS Word/Excel/Outlook and E-mail. Familiarity with client services databases such as HMIS and AIRS a plus. The use of the agency Electronic Health Record database is also required.
9. Valid, unrestricted driver's license and independent means of transportation.

Responsibilities:

1. Provide intensive case management to tenants participating in the Damien Center's Permanent Supportive Housing program for chronically homeless individuals in alignment with the Housing First model.
 2. Assist clients to become and remain permanently housed.
 3. Complete intakes, service plans, household budgets, and other supportive services in accordance with program guidelines and regulations.
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Albany Damien Center

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4. Track case management activities, progress notes, and client outcomes in an online database (Electronic Health Records – EHR) as well as in AIRS (AIDS Institute Reporting System). Ensure proper maintenance of tenant electronic charts.
5. Participate in monthly Quality Management meetings to ensure that all program quality indicators are in compliance with both agency and state guidelines.
6. Assist in coordinating services addressing various social determinants of health affecting clients. Assist with crisis intervention and referrals.
7. Work collaboratively with volunteers, Peer Housing Retention Advocate, and other program staff to ensure stable housing success.
8. Provide time-sensitive activity reports and collect data to support the measurement of program outcomes.
9. Assist clients in addressing any crisis calls as needed.
10. Develop and maintain positive working relationships with medical providers, mental health and chemical dependency providers, and other social service providers. Facilitate referrals for such services and assist with applications when necessary. Conduct regular case conferences.
11. Develop and maintain a thorough knowledge of eligibility and benefit provisions for public and private financial assistance, health care, and other supportive services. Assist clients to enroll in appropriate programs.
12. Model and maintain appropriate professional boundaries at all times with all tenants and members.
13. Fully engage in self-care to promote physical, emotional, and spiritual well-being.

The Albany Damien Center’s mission is to enhance the lives of people with HIV, mental health, and homelessness in a safe, inclusive environment. **Our vision** is a more equitable community, where people achieve their desired potential.

The Albany Damien Center is committed to building a culturally diverse staff and strongly encourages applications from minority candidates, women, persons from our LGBTQ+ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references by e-mail to careers@albanydamiencenter.org Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.
