

# Albany Damien Center

728 Madison Ave, Suite 100, Albany, NY 12208-3302

Phone: 518-449-7119  
www.AlbanyDamienCenter.org

## Join Our Team!

**Title:** Housing Advocate

**Overview:** The Housing Advocate provides trauma-informed, housing-first, and harm reduction case management services to tenants of the Damien Center's Madison Apartments, a site-based, permanent supportive housing program for formerly homeless persons with HIV and other chronic illnesses and scattered site housing units rented by tenants with HUD support.

**Reports to:** Housing Program Manager

**Status:** Full Time (37.5 hrs), Hourly. Monday to Friday. Benefits Eligible. **Pay:** \$45,000-\$49,000 Annual

### 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 an HIV organization and/or 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.
  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. Assist in coordinating services addressing various social determinants of health affecting clients. Assist with crisis intervention and referrals.
  6. Serve on the ACCH (Albany County Coalition on Homelessness) Coordinated Entry Committee and foster inter-agency collaborative solutions to help tenants attain long-term housing stability.
-

# Albany Damien Center

728 Madison Ave, Suite 100, Albany, NY 12208-3302

Phone: 518-449-7119  
www.AlbanyDamienCenter.org

7. Work collaboratively with volunteers, Peer Housing Advocate, and other program staff to ensure stable housing success.
8. Ensure compliance with Article 27F HIV Confidentiality Law and HIPPA confidentiality for all interactions.
9. Provide time-sensitive activity reports and collect data to support the measurement of program outcomes.
10. Assist with front-desk operations, answering phones, and crisis calls as needed.
11. 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.
12. 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.
13. Model and maintain appropriate professional boundaries at all times with all tenants and Members.
14. Fully engage in self-care to promote physical, emotional, and spiritual well-being.
15. Fully support and grow the Damien Center Pharmacy Program and work to support members in reducing barriers to help each person achieve durable HIV Viral Load Suppression.
16. Support and participate in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication—include all staff and are essential to carry out the work and mission of the organization. Secure member stories and assist in fundraising efforts as requested by supervisor.
17. Attend full staff meetings and meet required 24 hours of annual training.
18. Other duties and special projects as assigned.

**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 two-three professional references by e-mail to [careers@albanydamiencenter.org](mailto:careers@albanydamiencenter.org)** Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.

---