

Job Posting: Peer Housing Advocate - Temporary

Overview: The Peer 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. This role will serve as the primary connection between formerly homeless persons with HIV/AIDS and case management staff, service providers, and landlords/property managers.

Status: Temp (May-Aug), Full Time, Hourly. **Reports to:** Housing Program Manager

Salary Range: \$22-\$23/hour

Qualifications:

1. Associate degree in health or human services field or equivalent training and experience working with populations impacted by homelessness, addictions, mental health issues and/or other barriers to stable housing.
2. Ability to maintain confidentiality and professional boundaries within agency and grant guidelines.
3. Experience, ability and willingness to work as a team with diversified staff, volunteers and constituents.
4. Direct experience/knowledge of HIV/AIDS, addiction, mental health, and/or homelessness, and be comfortable talking about that experience.
5. Experience with Continuums of Care (CoCs) such as Albany County Coalition on Homelessness (ACCH) or other similar entities, HIV/AIDS community partners and neighborhood resources and the ability to inform and teach others how to access resources necessary for independent living.
6. Demonstrated behaviors and attitudes which support agency mission philosophy and policies and fosters cooperation and teamwork through use of positive/constructive communication techniques.
7. Valid driver's license, insurance, and unrestricted use of a vehicle required.

Skills:

1. Professional interpersonal, verbal and written communications skills and the ability to interact with a wide range of personalities.
2. Effective crisis intervention and conflict resolution skills.
3. Ability to organize and prioritize multiple tasks.
4. Proficiency in MS Office programs, including Excel, Word, and email.

Responsibilities:

1. Assists the Housing Advocate with intensive case management to increase housing stability for participants of the Damien Center Housing Program.
2. Assists the Housing Program Manager in the overall administration of the supportive housing program, such as conveying time-sensitive information to tenants and monitoring the safety and security of the building.
3. Ensures that all shift responsibilities are met, including answering phones, assisting tenants and their guests, while keeping a logbook of visitors and deliveries.
4. Monitors client roster for due dates of required agency paperwork and alerts appropriate program staff and upon arrival of a new potential member.

Albany Damien Center

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

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

5. Maintains ongoing contact with each tenant and provides crisis intervention to prevent reentry into homelessness. Works with tenants in both one-on-one and group settings facilitating peer supported groups, events and activities.
6. Supports tenants in their efforts to establish creative community connections and assists them as they develop natural supports. Establishes connections to community-based activities that enhance wellness, recovery and social engagement.
7. Provides tenants with individualized peer-to-peer support in their homes—particularly those tenants who may find it difficult to reach out and connect to their community, to help tenants learn about and protect their rights and interests.
8. Assists individuals with accessing services, including transportation, for other services (e.g., medical services, psycho-social needs) in absence of, or in coordination with, care coordinators and other case management.
9. Document and enter engagements and service encounters with tenants into the Electronic Health Records (EHR) and AIRS.
10. Models and maintains appropriate professional boundaries at all times with all tenants. Follow and promote the Peer Code of Ethics.
11. Ensures compliance with Article 27F HIV Confidentiality Law and HIPPA confidentiality for all interactions.
12. Respond to and report all accidents/incidents per policy and provide crisis intervention services/ verbal de-escalation techniques as needed.
13. Tracks member attendance in the Albany Damien Center's Electronic Health Records (EHR) system.
14. Logs and distributes meal tickets for registered clients during designated times.
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. Supports and participates in a culture of philanthropy by recognizing that fundraising efforts 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. Attends full staff meetings and meet required 24 hours of annual training.
18. Engages in self-care to promote physical, emotional, and spiritual well-being.
19. Other duties and special projects as assigned.

The Albany Damien Center's mission is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. **Our vision** is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

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.

COVID-19 considerations: COVID-19 vaccination or approved exemption required.