

INDEPENDENCE NORTHWEST, INC.
1183 New Haven Road
Naugatuck, CT 06770
203-729-3299 (V)
203-490-2373 (VP)

Please send resume with cover letter to scott.robbins@indnw.org or to the address above.

- Job Title: Housing/Independent Living Advocate for HIV/AIDS Housing Program/Program Manager
- Reports To: Program Director
- Supervises: One Housing Advocate
- Hours Per Week: Monday through Friday, 35 hours per week with occasional evening and/or weekend meetings. This is considered a full time position.
- Status: Exempt
- Prerequisites: Desire to promote equal access/opportunity and civil rights for people with a variety of disabilities. Strong interpersonal and communication skills (verbal and written), computer and math skills. Demonstrates assertiveness and creativity as well as initiative, good judgment and self-direction. Life experience with a disability, and/or educational degree and/or work history in human services, rehabilitation, etc. Candidates with experience in HIV/AIDS Housing Services encouraged to apply.

*Access to a reliable form of transportation is required.

Requirements: The ability to perform the following essential functions within the established standards of performance.

- *1. Adheres to the ACT CT Standards of Care, HOPWA regulations, DOH and City of New Haven contractual requirements.
- *2. Conducts housing inspections.
- *3. Conducts initial interviews and applications for service with persons living with HIV and AIDS.
- *4. Assists individuals with HIV and AIDS to identify goals and develop an independent living plan for the Housing Opportunities Program.
- *5. Coordinates and makes referrals to appropriate community resources and to programs within IN; provides follow-up services.
- *6. Empowers the individual to become his or her own advocate, and may advocate on their behalf, when appropriate.

7. Conducts outreach activities to community providers and consumers on the Housing Opportunities Program.
- *8. Provides comprehensive coordination of services for persons receiving rental subsidies with the Housing Opportunities Program and maintains consumer records in paper and/or electronic formats.
- *9. Provides peer counseling and independent living skill instruction when requested.
10. Assists in the development of procedures, operating practices and application forms for the Housing Opportunities Program for people living with HIV and AIDS.
- *11. Manages the Housing program, maintains and keeps records current, completes all reports, statistics, etc., without errors and submits when due.
- *12. Attends all in-services, trainings and meetings, as requested.
- *13. Represents IN at local/statewide meetings as requested.
14. Other duties as assigned.

*Essential functions. Preference is given to people with disabilities that meet the above requirements and qualifications.

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