

**JOB TITLE: Housing Opportunities for Persons with AIDS (HOPWA) Case Manager**



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

**POSITION DESCRIPTION:** Under the direction of the Program Manager, the HOPWA Case manager will focus on carrying out program activities to meet contractual agreements set by Bienestar on behalf and for the clients. The HOPWA Case Manager will successfully engage HIV-positive individuals to develop and implement plans for housing stability and other needed services.

**SUMMARY OF DUTIES/RESPONSIBILITIES:**

1. Assist individuals with applying for crisis beds and meet the emergency housing needs of individuals.
2. Conduct an assessment of client's needs so housing applications can be completed. The assessment includes: confirming access to medical care, employment status, documenting residency, having government issued identification, and sexual risk assessment in English and Spanish.
3. Provide service and/or referrals to clients and their families to social activities designed to meet their needs.
4. Assist individuals in applying for short term rental assistance and tenant based rental assistance.
5. Assist individuals in applying for move in grants and complete all needed home visits associated with receiving HOPWA services.
6. Complete required data collection, monthly reporting and attend all meetings associated with the program.
7. Coordinate HOPWA services with case managers and multidisciplinary team.
8. Assess other non-HOPWA eligible community members housing needs and provide information and referrals.
9. Assists clients in accessing other services, including but not limited to food, transportation, medical care, benefits, counseling, and emotional support; for more difficult cases, refer clients to agency and/or community-based specialists for assistance.
10. Other duties are assigned.

**QUALIFICATIONS:**

Bachelor's degree (preferred); graduation from high school or a General Education Diploma and demonstrated interest in the delivery of health or social services; or an equivalent combination of education and experience. **Bilingual English/ Spanish** with excellent written and verbal skills. Current knowledge of HIV services. Sensitivity to the needs of diverse cultures and populations, the issues of families impacted by HIV, and to HIV positive persons. Experience working with culturally and socially diverse community groups including impacted and affected HIV individuals and groups and the underserved.

**HOURS:** 20 Hours per week. Some weekends and evenings required.

**SALARY:** \$18.00 - \$22.00 per hour. DOQ/DOE

**LOCATION:** BIENESTAR Hollywood

**SEND RESUME:** [Hrjobs@bienestar.org](mailto:Hrjobs@bienestar.org)

***Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer. Members of the LGBTQ+ community are encouraged to apply***