

## CENTRAL CAROLINA HEALTH NETWORK



### POSITION DESCRIPTION

**Job Title:** Housing Coordinator

**Hours:** Full-time

**About the Organization:** Central Carolina Health Network serves individuals living in the seven-county region of Alamance, Caswell, Guilford, Montgomery, Randolph, Rockingham, and Stanly in order to advance our mission of expanding access to quality care for persons living with HIV and to reduce the spread of HIV through education and prevention.

**Position Summary:** This position will work with People Living with HIV and their families who have identified housing as one of the barriers to medical care as identified by medical case managers, medical professionals, and others in our network. The Housing Coordinator manages the housing needs of individuals under the Housing Opportunities for Persons with HIV/AIDS (HOPWA) grant. Activities include working with clients to find suitable housing, administration and coordination of the HOPWA program, providing referrals to other housing and support services, and identification of new housing resources in the region. This position will represent the organization in housing coalitions and in other public meetings.

#### **Qualifications:**

- Minimum of an associate degree and one year of housing experience.
- Basic understanding of HIV as well as familiarity with challenges facing people living with HIV.
- Excellent organizational skills, communication skills and strong computer skills, including recent experience with Microsoft Office programs including Word, Excel, and PowerPoint. Prior experience with CAREWare a plus.
- Prior experience with Ryan White, HOPWA and or CDC-funded prevention programs a plus.
- Experience in housing principles, techniques, and practices.
- Ability to respect the autonomy of clients and to relate in non-judgmental manner to individuals who represent diversity in terms of culture, country of origin, age, gender, race, ethnicity, sexual orientation, mental health status, substance use, spirituality and socioeconomic status.
- Personal qualities of integrity, credibility, and dedication to the mission of Central Carolina Health Network.

#### **Additional Requirements:**

- A valid North Carolina driver's license and a safe driving record.
- In-state travel to client and community meetings.