



Job Description

Title: AHIP Coordinator
Location: 570 B Street Hayward, CA 94541
Department: Housing Coordination
Date Created: January 2023

Hours: Full-Time, Contract
Exempt Status: Non-Exempt
Benefits: Eligible for Benefits
Last Revision Date: March 2023

About Us

Eden I&R envisions a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods. The agency's largest program is 211 Alameda County, the 24/7 multilingual phone line that provides resource information to individuals and families throughout the county.

Job Summary

Eden I&R's AIDS Housing and Information Project (AHIP) provides information and referrals to health and human services and housing for people living with AIDS in Alameda County. Reporting to the Sr. Housing Manager, the AIDS Housing and Information Project Coordinator meets with AIDS service providers and clients off-site to provide direct housing and housing related assistance; manages and maintains an AIDS housing resources database; and handles calls from clients and service providers needing housing assistance and service referrals.

Essential Functions

- Gather information on AIDS dedicated housing; maintain and update an AIDS Housing database
- Assist clients on-site at AIDS service organizations and respond to requests from service providers for customized listings of low-cost housing for their clients.
- Network with AIDS service organizations
- Conduct housing workshops and training to educate clients and staff about the AIDS Housing & Information Project and other housing related issues
- Conduct presentations at community meetings to promote AHIP throughout Alameda County
- Distribute information via email to agencies and case managers throughout Alameda County
- Compile statistics and prepare reports to funders: assist with grant writing and fund raising for the project
- Assess needs of callers to a dedicated AIDS Housing Hotline, provide appropriate referrals to housing and related services, and advocate for callers in complex and emergency situations



Skills/Qualifications

- Experience with AIDS/HIV service provision highly desirable
- Ability to work well with persons from diverse socioeconomic backgrounds
- Excellent time management and organizational skills
- Excellent verbal and written communication skills
- Strong case management skills
- Experience with databases and Microsoft Office suite

Physical Requirements

- Some travel within Alameda County likely required to meet with various clients and staff at AIDS service organizations
- Typical office work setting requiring extended time at a desk/computer

This job description in no way states or implies that these are the only duties to be performed by this employee. There may be other duties assigned or requested to be completed by his or her supervisor.

Salary Range: \$62,000 - \$65,000

Resume/Cover Letter:

Human Resources Administrator

Eden I&R, Inc.

570 B Street

Hayward, CA 94541

Email: Jobs@edenir.org

Eden I&R, Inc. is conveniently located one block from the Hayward BART station.

Eden I&R is an equal opportunity employer