



**CALIF**  
Communities Actively Liv-  
ing Independent & Free

## **COMMUNITIES ACTIVELY LIVING INDEPENDENT & FREE**

### **POSITION DESCRIPTION**

**JOB TITLE:** Housing Independent Living Specialist

**LOCATION:** 634 S. Spring St., 2nd Floor  
Los Angeles, CA 90014

**HOURS:** Full Time Position, 40 Hours/Week

**SUPERVISION  
RECEIVED:** ADRC Program Director

**SUPERVISION  
GIVEN:** Yes

**CHARACTERISTICS:** Under the general supervision of the ADRC Program Director the HOUSING Independent Living Specialist will provide the following services: Intakes; Housing and Benefits assistance; Skills Building to live successfully in the community; Information and Referral assistance; Self Advocacy Skills; Peer Counseling/Mental health Services; Drug and Alcohol support groups; Money Management; Employment development and understanding of transportation needs in the Greater Los Angeles area.

### **DUTIES:**

1. Employee will provide a thorough and thoughtful intake process to make comprehensive needs assessments that document the consumer's personal and health history as well as, the person's skills and weaknesses and unmet needs.
2. Employee will assist with planning and writing of an independent living plan (ILP) with adequate and long-term housing placement as top priority, making sure that the consumers understand their rights and responsibilities toward their stated Independent living goals.
3. Employee will bring to bear on the consumer's ILP, all the needed programs and services of the independent living center as well as those of the Aging and Disability

Resource Connection, to make sure the consumers attain their goals and achieve adequate housing and sustainable wellness.

4. Housing Intake & Assessment: Comprehensive assessment of the consumer's: current housing situation; housing history; current income status. If no source of income, a referral to a benefits advocate; provide I & R or schedule an appointment for intake as needed.

5. Assist consumer develop ILS Skills and **attain** goals toward housing placement: identify support services needed (e.g., AT, IHSS, etc.); provide ILS training (i.e., internet housing search, money management, interview skills, hygiene, etc.); gather necessary documents; understand credit checks, application deposits, other deposits, lease agreements, etc.; develop rental application template/s.

6. Housing Preparedness/Readiness: Initiate case staffing with Housing Advocate for determination of housing preparedness/ready: Assist consumer with housing placement (i.e., final application/s, rental interview/s, money order/s, lease agreement, etc.).

7. Conduct 30, 60 & 90-day follow-up with consumer.

8. Provide a copy of IL Plan to the consumer, and provide follow up opportunities to assess on going needs, progress toward goals, and needed resources.

9. Advocate for and assist consumers in obtaining benefits such as Social Security Disability Insurance, Supplemental Security Income, Med-i-Cal, Medicare, Food Stamps and other county, state and federal benefits.

9. Work with Housing Specialist to locate appropriate, affordable and accessible housing for the consumer.

10. Advocate for consumers concerning all independent living services, and provide information and referral, as well as follow-up ongoing basis.

11. Develop and maintain good working relationship with community and develop new resources in the Greater Los Angeles area.

12. Track all referrals and or leads provided to consumers for follow-up.

13. Compile and report performance statistics monthly.

14. Maintain consumer's files in accordance with CALIF Policies and Procedures.

15. Work with community agencies to provide consumers with additional needed services, which CALIF does not provide.

16. Able to work in field and provide direct services to consumers living in temporary housing.

17. All other duties as assigned.

### **QUALIFICATIONS:**

**Essential:** Demonstrate a helpful attitude, common sense and research skills; strong people and problem solving skills; strong writing skills; public relations; computer skills (proficient in Word, Windows 10, and Power Point). Driving here is a must, therefore, the person must have a valid California driver's license and proof of car insurance; able to serve a multi-cultural, diverse community; sensitivity to the human dignity and needs of people with disabilities. Must have a working knowledge of the public social services programs as well as the Los Angeles Housing Infrastructure.

**Desired:** Bachelor's Degree in social work or at least two-year experience of housing advocacy. Knowledge of funding sources for affordable and accessible housing and knowledge of mental health services through the County of Los Angeles.

Because of the purpose of CALIF, it is essential that the individual understand, believe and practice the Independent Living Philosophy.

CALIF IS AN EQUAL OPPORTUNITY EMPLOYER.

Revised 09/07/2023