



CALIF

Communities Actively Living Independent & Free

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

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COMMUNITIES ACTIVELY LIVING INDEPENDENT & FREE

POSITION DESCRIPTION

JOB TITLE: **Housing Coordinator**

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

HOURS: Full Time Position, 40 Hours/Week

**SUPERVISION
RECEIVED:** Program Director

**SUPERVISION
GIVEN:** None

CHARACTERISTICS: The Housing Coordinator is one who has a thorough grasp of the Olmstead responsibilities of the independent living center as well as the enormity of the housing shortage in Los Angeles. The Housing Coordinator appreciates the critical role of CALIF in truly making a difference in the lives of consumers needing affordable and accessible housing in the community of their choice. S/he is someone who should be familiar with the local housing power structure in Los Angeles, i.e., the Housing Developers, the City and County Los Angeles Housing Commissions as well as different housing programs and non-profit agencies and resources in the area. The Housing Coordinator will also assist consumers with the application and qualifying process as well as solving accessibility problems with landlords and Housing Authorities by assisting consumers through the systems change advocacy and reasonable accommodation.

The Housing Coordinator also assists in the Assistive Technology area as it applies to home modification. This aspect of the job involves working with the AT coordinator in the advocacy, community education, research and helping to coordinate resources with agencies and groups concerned with changing the built environment of homes and apartment dwellings in Los Angeles that could be made accessible through home modification and universal design. The Housing Coordinator is CALIF's advocate in getting the housing industry to be aware of the enormous possibilities of changing the built environment toward more accessible and affordable housing.

DUTIES:

A. Housing Focus:

1. Completes intake on consumers, and assessing their needs.
2. Performs data entry in the CIL Management Suite data base.
3. Develops and periodically updates housing registry and makes appropriate referrals to consumers for housing resources.
4. Assists consumers with the reasonable accommodation request process with landlords.
5. Conducts monthly affordable housing workshops on the process of on affordable housing and helping consumers with the qualifying process, i.e., credit repair, black list removal, mental health accommodations, problems with hoarding, etc.
6. Advocates for consumers' housing rights and empowers them with tools to do self-advocacy.
7. Represents CALIF at outreach/educational functions as assigned.
8. Religiously monitor the activities of the LA City and County Housing Commissions, aware of the housing trends and the local housing resources as well as the outlying areas.
9. Assists consumers with Section 8 applications, making sure they are aware of the limits of wait lists and other possible obstacles to housing.
10. Performs other duties as assigned by Program Director.

B. ADA and Fair Housing Compliance Focus:

1. Work with other LA housing advocates toward the compliance obligations of the City and County of Los Angeles.
2. Work with the State Olmstead Committee in assuring that people with disabilities are properly assisted in their successful access to affordable and accessible housing of their choice.
3. Whenever possible, the Housing Coordinator should assist consumers to be effective housing advocates, educated in the Fair Housing Act and the Americans with Disabilities Act.

C. Assistive Technology focus: Home modification

1. Works with the AT program as it applies to home modifications for apartment residents and homeowners;
2. When necessary and in the absence of an AT advocate, refers consumer with need for home modification to appropriate AT service/s.

QUALIFICATIONS:

Essential: Demonstrate a helpful attitude, common sense and research skills; strong people and problem solving skills; strong writing skills, public relations and outstanding leadership skills; basic clerical and computer skills (proficient in Word, Windows 10,

Power Point), and telephone reception abilities. Familiarity with the Housing bureaucracy of Los Angeles, the Fair Housing Act and the Americans with Disabilities Act protections against discrimination; Familiarity with Assistive Technology and Universal Design; 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.

Desired: At least a one-year experience of housing advocacy. Knowledge of funding sources for affordable and accessible housing and assistive technology and home modifications; Personal experience with a disability. Bilingual in the languages of the Los Angeles County communities. Experience using electronic communications including but not limited to the Internet, e-mail, fax and TDD.

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.