



San Antonio AIDS Foundation  
*Casa de Care*



<b>Job title</b>	<i>Resident Advocate – Transitional Housing</i>
<b>Reports to</b>	<i>Residential Coordinator</i>

**Job Purpose:**

The Casa de Care at Carson House Transitional Living Program provides housing and support services to people living with HIV who are exiting homelessness. The Residential Advocates provide individualized and specialized support to residents within an agency framework that is trauma-informed, strength-based, relational, and empowering.

Carson House Residential Advocates will provide comprehensive services including housing search, housing advocacy, obtaining employment, financial literacy, meeting program expectations, maintaining housing, and increasing academic achievement. As a Residential Programs team member, the advocate will work in close collaboration with SAAF Casa de Care HOPWA Program Manager and other housing programs in Bexar County.

**Duties and Responsibilities:**

- Handling crisis situations, advocacy and information & referral for people living with HIV that promotes a clean and harmonious living environment that supports the overall safety and well-being of the recently unsheltered residents
- Oversees the cleanliness and orderliness of the facility
- Administer medications to residents and keep daily medication logs.
- Conduct assessments with client to determine goals, barriers, resource needs and other factors related to case planning, acting as a broker for services and referring them to community resources when necessary
- Communicates progress of client's transition plan with referring HIV case managers, counselors, probation officers, etc.
- Makes referrals to mental health and substance use treatment programs as necessary.
- Inputs data into HMIS database.
- Coordinates drug and alcohol testing for residents and verifies initial and random test results from external laboratory.
- Provides drug/alcohol test results to residents and monitors repeat testing as necessary.
- Reports pertinent information regarding residents and facility to incoming resident advocate during shift change on a daily basis.
- Monitors facility, including resident rooms, during assigned shift.
- Conducts room searches during assigned shift as he/she determines appropriate.

- Reinforces all program requirements and guidelines.
- Performs other duties as necessary for successful operation of the program.
- Position is shift work and may include overnights and weekends.

**Qualifications:**

- Hold an Associates Degree. Bachelor's Degree Preferred (or current Bachelor's degree student)
- Ability to speak Spanish preferred, but not required
- Experience in residential-type or transitional or human services;
- Experience working with individuals experiencing homelessness or substance use disorder a plus
- Strong Computer Proficiency
- Great Interpersonal Skills

The ideal candidate will be LGBTQ+ affirming.

**Working Conditions:**

This job operates in a residential-type facility environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also requires working with the community residents and difficult situations. Evening and/or weekend work may be required as job duties demand.

**Physical Requirements:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee must occasionally lift or move up to 25 pounds.