



# Position Announcement

<b>Job Title</b>	Senior Services Case Manager & Services Navigator
<b>Department</b>	Community Programs
<b>Hours</b>	Full-Time
<b>Salary</b>	Depending upon degree, licensure and experience

## Position Summary

Under the direct supervision of the Director of Services Integration and in collaboration with the Senior Program Coordinator and Services Navigator, this position is responsible for the development, implementation and coordination of a broad array of activities and case management services for LGBTQ and HIV+ seniors who live in the North Park Senior Apartments (NPSA) and for seniors who participate in services at The Center. The position is out stationed 20 hours per week at the NPSA site. Specific duties include:

- Coordinating senior programs to address HIV testing; voter education; social activities; advocacy; health care education, enrollment, and access; and life skills training
- Providing case management, information, and referrals to seniors
- Supervising and providing group and workshop facilitation
- Achieving all contract and/or grant objectives
- Data entry into the region's HMIS system
- Working with property management at NPSA to assist in achieving longevity of housing placement

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 1. Education and/or Experience:** A bachelor's degree in psychology, social work or social services related field is required. A minimum of one year of experience in case management is preferred. A master's degree is preferred. Prior experience working with LGBTQ seniors is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures. Lived experience as a member of a historically under-served community (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.) preferred.
- 4. Language Skills:** Fluency in English required. Fluency in Spanish is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**To apply:** send your cover letter, application, and resume electronically to:  
Beth Davenport – [bdavenport@thecentersd.org](mailto:bdavenport@thecentersd.org)

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

**Please note:** We are unable to accept any phone or walk-in inquiries for this position.  
The San Diego LGBT Community Center is an Equal Opportunity Employer.