



## POSITION AVAILABLE

Position Title	Senior Housing Client Manager
Application Closing Date	Open until filled; interviews begin immediately
Position Start Date	Immediate
Job Hours	Part-Time, Non-Exempt, Some evenings & weekends required
Salary	\$22,500

Serving the lesbian, gay, bisexual & transgender community of San Diego County since 1972.

### JOB DESCRIPTION

Under the direct supervision of the Senior Program Coordinator & Services Navigator, the Senior Housing Client Manager 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. 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 information and referrals to seniors
- Supervising and providing group and workshop facilitation
- Achieving all contract and/or grant objectives
- Working with property management to assist in achieving longevity of housing placement

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### QUALIFICATIONS

1. **Education and/or Experience:** A bachelor's degree with 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 the seniors is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
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.
4. **Language Skills:** Fluency in English is required. Fluency in Spanish preferred.

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Tax ID #: 23-7332048

To apply, send your cover letter, application and resume electronically to:

Danielle Lopez at [dlopez@thecentersd.org](mailto:dlopez@thecentersd.org).

The application can be found online at  
[www.thecentersd.org/pdf/jobs/employment-application.pdf](http://www.thecentersd.org/pdf/jobs/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.