

WANTED: A versatile Client and Housing Assistance Fund Coordinator at AIDS Connecticut!

HOURLY RATE: \$17.75 - \$18.25 commensurate with experience

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut (ACT), we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS CLIENT AND HOUSING ASSISTANCE FUND COORDINATOR?

You will do a lot! Most importantly, you will process incoming applications for our financial assistance funds. These funds help clients obtain and maintain housing, pay insurance premiums and co-pays and access necessary medications. In this role you will log incoming requests, determine client eligibility and maintain accurate client files.

Additionally, you will maintain electronic spreadsheets for the client and housing assistance funds, communicate with case managers, pharmacies and other providers and provide technical assistance to applying agencies.

But wait, there's more! You will also learn Ryan White and Department of Housing standards of care, prepare reports and help update policies and procedures.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have an Associate's degree in Business Administration or related field, or have three years of related experience
- Have strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to manage multiple spreadsheets
- Have advanced organizational skills
- Have the proven ability to handle a high volume of work
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Are willing to travel to provide technical assistance to agencies across the state, as needed
- Are comfortable with compensation between \$17.75 - \$18.25 an hour for a 35-hour work week

BONUS POINTS IF:

- You are familiar with CAREWare, the client software we use
- You have knowledge of HIV/AIDS, Ryan White funding and entitlement systems
- You have a personal connection to AIDS Connecticut

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- 31 days of paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@aids-ct.org with “Client and Housing Assistance Coordinator” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.