

Project New Hope

JOB OPENING: Service Coordinator

Project New Hope is dedicated to providing housing and supportive services to individuals and families with HIV/AIDS. We are seeking a Services Coordinator to conduct home visits and provide supportive services to our clients in permanent housing.

Duties and Responsibilities:

- *Complete initial assessment and develop an Individual Service Plan.*
- *Meet with residents at a minimum once monthly and refer to service providers as appropriate.*
- *Collaborate with service providers to monitor effectiveness of services.*
- *Document services provided and maintain client file.*
- *Teach independent living skills.*
- *Complete various reporting documents.*

Qualifications/Skills:

- *B.A. preferred in a related human services field.*
- *Experience in counseling or case management with special needs populations such as HIV/AIDS, substance abuse or mental illness.*
- *Bilingual English/Spanish - a must.*
- *Excellent communication skills.*
- *Ability to work independently and as a member of a team.*
- *Valid driver's license, car and insurance.*

To apply, please send cover letter and resume to:

Brigitte Tweddell, *Executive Director*
Project New Hope
1004 Echo Park Avenue
Los Angeles, CA 90026
btweddell@projectnewhope.org