

USC Leonard Davis School of Gerontology

Job Posting: Pico Union Housing Corporation 03/23/06

Job Position: Service Coordinator Aide

Reports to: Grant Manager/Executive Director

Location: Villa Apartments 1200 S. Union Avenue, Los Angeles, CA 90015 and Wadsworth Apartments 911 E. 120th Street, Los Angeles, Ca 90059

Position Summary:

Links elderly and disabled tenants to supportive and medical services provided by public agencies or private practitioners within the general community. Hours: Monday-Friday 8:00am-12:00pm, 1:00pm-5:00pm. Rate: \$10.00 per hour.

Summary of Duties:

- Provide referrals for services
- Develop a directory of local services
- Educate residents and assist tenants in accessing federal, state and community resources
- Coordinate regular onsite programs and services
- Complete HUD mandated intake forms and documentation
- Attend monthly trainings and occasional conferences

Qualifications:

The Pico Union Housing Corporation's Service Coordination program is seeking (2) part time aides working towards a Bachelor's Degree in Social Work, Gerontology or related field. Experience working with elderly and disabled preferred. Applicants must have reliable transportation and feel comfortable traveling to and from both sites. Bilingual applicants are highly desired (English, Spanish and Korean)

Contact:

Please submit resumes to:

Robert Zardeneta

Grant manager

Pico Union Housing Corporation

1038 Venice Blvd.

Los Angeles, CA 90015

Office: (213)747-2790

Fax: (213) 867-0341

Email: rzardeneta@puhc.org