

Supportive Housing Specialist RCE Beds Chemung & Schuyler

Responsible for providing person-centered recovery-based education and support to individuals reemerging from State Psychiatric Hospital's or Article 28/31 hospitals into an independent living environment within Chemung and Schuyler County. Partners with area hospitals, psychiatric facilities, and social welfare organizations to wrap needed services around clients to assist them be successful in managing and controlling their illness/addiction.

Supervisor: Supportive Services Housing Program or designee

Education/Qualifications:

- Associated Degree in Human Services Field
- High School Diploma, GED **and** at least two years of experience working in the Human Services field.
- Ability to thrive in an independent, self-guided manner.
- Understanding of mental illness and co-occurring disorders, engagement strategies, wellness self-management,
- Working knowledge of services and community resources that will help the client to remain in stable housing.
- Aptitude for developing collaborative relationships with community partners.
- Empathetic individual with the ability to demonstrate poise, tact, and diplomacy.
- Strong oral and written communication skills
- Basic computer software knowledge (i.e., Word, Excel, Microsoft Outlook etc....).
- Valid driver's license, acceptable driving record with auto insurance coverage as defined by agencies carrier.

Key Job Functions:

- Searches for appropriate living arrangements for client referrals in a timely manner
- Assist clients in establishing the basic independent living essentials e.g., furniture, mattress, dishes, small appliances linens etc.....
- Provides 1:1 contact with client at a minimum of 2 times per week,
- During 1:1 contact assist client in developing active daily living skills, active daily living skills are defined as implementation of acceptable social skills, personal hygiene, cleaning, cooking, laundry and financial budgeting, transportation systems, shopping skills.
- Helps client develop symptom management skills, relapse prevention skills, medication management proficiency.
- Teach clients the importance of compliance with medical and psychological treatment plans including the benefits of keeping scheduled appointments and self-advocacy.
- Assist client with the application process for SSI, SSD, DSS Medicaid, food stamps, section 8 housing and any other wrap around services that will help the client gain independence.
- Assist client in the understanding of public transportation schedules and locations, transport client when necessary.
- Attend Chemung County SPOA (*Single Point of Access*) meetings weekly.
- Attend EPC (Elmira Psychiatric Center) discharge planning meetings biweekly.
- Coordinate's treatment and emergency intervention when and if needed, to meet the needs of the client.
- Document ALL home visits and client interactions in the AWARDS software,
- Gathers all client income verification to determine stipends.
- Maintain complete and accurate client files including records on eligibility and statistical data as required by AH&D and funding sources.
- Regularly reviews client's personal records and finances to assure continued compliance with program(s).

Arbor Housing and Development Expectations:

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In the case of an emergency, contact your immediate supervisor and/or on call designee for guidance.
- Complete, clear, quality, integrity based and timely documentation for each client on your assigned caseload.
- Effectively discharge the key job functions of your job in accordance with Supportive Services rules and regulations, AHD Code of Conduct and Standard of Acceptable Behavior
- Support a Non-Discrimination/ Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual

Physical Demands / Environment

- Bending, stretching, and standing for long periods of time
- Lift, push or pull 25 to 50 pounds.
- Client residence, remote and/or office setting at location assigned i.e., Chemung and Schuyler County

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.