

Supportive Service Programs – HUD Supportive Housing

Responsible for HUD Scattered-Site Supportive Housing, ESSHI, and respite programs in Allegany, Livingston, and Steuben Counties. Responsible for overall daily administration of the programing including but not limited to oversight of Supportive Housing Specialist and their timecards, time off requests and subsidy payment submissions. Responsible for ensuring all client files are complete, accurate and stored confidentially. Ensure compliance with all HUD & OMH ESSHI Supportive Housing guidance and regulations.

Supervisor: Director of Supportive Service Programs or Designee

Education/Qualifications:

- Bachelor's degree in human services or related field, and 3 years' experience and/or training working with the mental health population and alcohol-drug addicted population preferred.
- Associate's degree in human services and two years' experience and training working with a vulnerable population.
- A combination of 3 to 5 years' experience working with the mental health population, alcohol and drug addicted population required.
- Prior supervisory experience in a related field preferred required.
- Familiar with HUD and Subsidized Housing rules and regulations.
- Working knowledge of Case management
- Working knowledge of Medicaid billable services.
- Establish and maintain healthy and effective relationships with area service providers and landlords.
- Proven ability to motivate and guide staff and clients in a positive manner.
- Encourage flexibility, adaptability, and the need to embrace change.
- Successfully demonstrated interpersonal and communication skills.
- Interest in thriving in an independent, self-guided manner.
- 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:

- Provides weekly supervision to staff assigned to HUD funded & OMH ESSHI and Respite funded programs to ensure accuracy, efficiency, and thoroughness of all documentation and HMIS data quality.
- Participating in the annual Point -In -Time (PIT) Count required by HUD.
- In collaboration with the Department Director and accounting department, review and submit all repeaters for client rental portions in HUD & OMH ESSHI program.
- Oversight of respite apartments to ensure safety and compliance with fair housing standards.
- Actively participates in NY50l Coordinated Entry (CE) Committee as well as Allegany, Livingston on, and Steuben CE m meetings.
- Performs monthly HMIS data report reviews for the NY50l HMIS administrator to remain in compliance with program expectations.
- Supports Department Director in annual reporting in SAGE and eSNAPS databases.
- Ensures HIPPA compliance, regulations, and standards.
- Facilitates timely and open communication with other service providers to promote and advocate for consistency of client treatment.
- Remains current with all supported housing, HUD, policies and procedures, update staff of any changes.
- Regularly reviews documentation in AWARDS which includes service documentation and service plans.
- Interact with various authorities and professionals on behalf of the client, within HIPAA.

Arbor Housing and Development Expectations:

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In case of an emergency, contact your immediate supervisor and/or on-call designee for guidance.
- Effectively discharge the key job functions of your job in accordance with HUD 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 extended periods of time
- Lift, push or pull 25 to 50 pounds.
- 26 Bridge Street, Corning NY client residence, remote
- Frequent travel to Hornell, Bath, Wellsville, Dansville, and Elmira

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.

