

**POVIDENCE HOUSING DEVELOPMENT CORPORATION
JOB DESCRIPTION**

POSITION TITLE:	Senior Emergency Housing Specialist	STATUS:	Non -Exempt 40 hours
DEPARTMENT:	Grants and Program Administration	W/C#	8857
		EEO #	2
		GRADE LEVEL:	7

PRIMARY FUNCTIONS:

To provide support services to program participants to obtain the most independent living possible.

SPECIFIC DUTIES: Outreach and Case Management Responsibilities

1. Provide goal setting, case management, crisis intervention, referrals, recommendations, counseling, and supportive services to assist resident achieve financial self-sufficiency and permanent housing.
2. Prepare a brief monthly report of work being completed and highlight accomplishments, as well as current challenges of assigned case load.
3. Attend community meetings and professional training opportunities as needed.
4. Determine eligibility based on Program requirements by assisting in initial intake procedures, including information meetings and review/interview of applicants.
5. Complete Individual Service Plan with participant within 3 days of move-in and monitor progress toward goals a few times a week. Identify resources for achieving goals.
6. Provide individual case management to assist program participants in alleviation of barriers for achieving goals.
7. Follow up with participants' other support services as applicable.
8. Plan and monitor next step housing plan for each program participant.
9. Utilize community linkages, referrals and other assistance needed by program participants. Provide advocacy where such services are unavailable or unresponsive.
10. Provide crisis intervention services to points of entry according to referrals and on-call needs as necessary for delivery of service.
11. Educate and assist participants with nutritional and personal hygiene needs and other daily living skills.
12. Advocate for participants with other agencies for services as necessary.
13. Assist participants in accessing entitlements such as DHS and SSA, including assistance with applications and other required paperwork.
14. Assist participants by providing intensive outreach and supports as requested by Family Life Coach Supervisor, Program Director or referral inquiries.
15. Ensure adequate coordination, appropriate communication and maximum cooperation between all sources of support and services.
16. Complete household inspections as instructed as part of the Individual's Program Plan.
17. Provide case management and house placement services to Tempo Emergency Services.
18. Other duties as assigned

TITLE OF DIRECT SUPERVISOR: Family Life Coach Supervisor

QUALIFICATIONS

- Bachelor's Degree in Human Services or related field and one year of paid experience working with persons with disabilities and/or chronic illness.
- OR

- Associates Degree in Human Services or related field and two years of paid experience working with persons with disabilities and/or chronic illness.

ADDITIONAL REQUIREMENTS

1. Demonstrate ethical business practices, in conformance with all state and federal laws and regulations
2. Possess excellent verbal and written communication skills
3. Ability to multi-task and prioritize duties
4. Ability to maintain absolute confidentiality of all records reviewed including client records
5. Proficiency and experience with PCs and Microsoft applications
6. Ability to analyze and interpret data and to handle problem resolution
7. Possession of a valid NYS driver's license and a driver's record considered acceptable by agency and insurance carrier
8. Continuous use of a reliable and insured vehicle
9. Demonstrate commitment to the Mission Statement of Providence Housing Development Corporation

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Able to lift or move objects weighing up to 20 lbs.;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name