

## **Pathways To Housing, Inc.**

**Title:** Assistant Team Leader  
**Reports to:** Team Leader

Assistant Team Leader is a member of the Assertive Community Treatment (ACT) team who provides flexible, community based services that are designed to promote the stability, recovery and community reintegration of formerly homeless individuals who have a mental illness and abuse substance issues. The Assistant Team Leader (ATL) maintains a primary caseload of 10-12 clients and in collaboration with the transdisciplinary team coordinates and provides, in a compassionate and responsible manner, ACT services for all clients on the team. The ATL is required to assume leadership and fulfill all the functions and responsibilities of the Team Leader in his/her absence. Examples of services and responsibilities are listed below.

### **RESPONSIBILITIES:**

- Provide 24/7 on call backup for Team Leader
- Assume regulatory and fiscal reporting requirements in Team Leaders absence
- Perform responsibilities to support ACT team members as assigned by Team Leader
- Collaborate with client in the formulation of a Comprehensive Service Plan that is reviewed and modified, in collaboration with the client on a regular basis.
- Provide outreach, case management, counseling, advocacy, and other needed services to clients in any environment including: the streets, shelters, prisons, hospitals, apartments, office, etc.
- Provide individually tailored services to each client in the following areas: housing, school, training & work opportunities, activities of daily living, health, wellness self-management, relapse prevention, money management & entitlements, medication support, self help & empowerment, problem solving, family life & social relationships and integrated treatment for substance abuse.
- Maintain written and computerized records compile reports and complete other program documentation (e.g., progress notes, incident reports, on-call logs, letters, psychosocial assessments).
- Organize and participate in social activities with clients in the community.
- Coordinate and monitor referrals to community services and advocate client participation.
- Lead groups, workshops, and in-services on relevant topics; e.g. substance abuse, safe sex, domestic violence.

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- Participate in on-call rotation.
- Perform related work as assigned.

**QUALIFICATIONS:**

- Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
- Career experience in social services, supported housing, or with persons with disabilities.
- Excellent verbal and written communication and computer skills.
- Bilingual English/Spanish a plus.
- Drivers License preferable.
- MSW, CRC, CASAC, RN, Masters in Psychology or related field.
- Non-credentialed individuals or consumers with appropriate experience may qualify.