

Pathways To Housing, Inc.

Job Description

Title: SERVICE COORDINATOR (Vocational Specialist)

Reports to: Team Leader

Service Coordinators are members of the Assertive Community Treatment (ACT) team who provide 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 substances. The Service Coordinator (SC) 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. In addition to performing routine team duties, the SC delegated as Vocational Specialist has lead responsibility for integrating vocational goals and services with the tasks of all team members. This staff member provides needed assistance through all phases of the vocational service. The Director of Vocational Services and Human Resources provides direction, supervision and oversight of the vocational service. Examples of services and responsibilities are listed below.

RESPONSIBILITIES:

- Collaborate with client in the formulation of a Comprehensive Service Plan that is reviewed and modified with 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 topics such as substance abuse, safe sex, domestic violence, etc.
- Participate in on-call rotation.
- Perform related work as assigned.

(over)

Vocational Specialist Responsibilities

- Facilitate vocational assessment of all clients on the team.
- Provide benefit and entitlement education/counseling.
- Provide individual/group vocational education, counseling & support.
- Assist clients to prepare for and find employment.
- Oversee ACT team tenant worker program activities.
- Provide/facilitate employer education, job development & job coaching services.
- Provide vocational information and technical assistance for ACT team staff.
- Develop & strengthen relationships with employers & vocational support agencies.

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 communication, writing, and computer skills.
- Bilingual English/Spanish a plus.
- Drivers License preferable.
- MSW, CRC, CASAC, RN, Masters in Psychology or related field.
- Minimum one year training and/or experience in job finding, employment counseling or vocational rehabilitation.
- Non-credentialed individuals or consumers with appropriate experience may qualify.